

COMBINED SPECIAL MEETING/WORK SESSION AGENDA

COMBINED SPECIAL MEETING/WORK SESSION
TUESDAY
JANUARY 31, 2023

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
3:00 P.M.

All City Council Meetings are live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

*****PUBLIC COMMENT*****

Verbal public comments may be given through a virtual public comment platform or in-person

If you want to provide a verbal comment during the Council Meeting, use the link below to join the virtual public comment room.

VIRTUAL PUBLIC COMMENT WAITING ROOM

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented into the record as such.

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. ROLL CALL

NOTE: One or more Councilmembers may be in attendance through other technological means.

MAYOR DAGGETT
VICE MAYOR ASLAN
COUNCILMEMBER HARRIS
COUNCILMEMBER HOUSE

COUNCILMEMBER MATTHEWS
COUNCILMEMBER MCCARTHY
COUNCILMEMBER SWEET

3. **Pledge of Allegiance, Mission Statement, and Land Acknowledgement**

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

LAND ACKNOWLEDGEMENT

The Flagstaff City Council humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

4. **Public Participation**

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

5. **Review of Draft Agenda for the February 7, 2023 City Council Meeting**

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

6. **Proclamation:** Career and Technical Education Month

7. **January Work Anniversaries**

Recognition of employees celebrating work anniversaries in the month of January

8. **Consideration and Approval of Contract:** Purchase Contract with Scheidt & Bachmann USA Inc. for the Airport Paid Parking System.

STAFF RECOMMENDED ACTION:

1. Find that Scheidt & Bachmann USA Inc. has offered the proposal most advantageous to the City, and approve a contract with Scheidt & Bachmann USA Inc. for the purchase, installation, and support of a parking access and revenue control system for the Flagstaff Pulliam Airport in an amount not to exceed \$286,714.03, plus applicable taxes.
2. Authorize the City Manager to execute all necessary documents.

9. **Consideration and Adoption of Ordinance No. 2023-03:** An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Title 12, Floodplains, Chapter 12-02, Stormwater Management Utility, by amending Section 12-02-002-0003, Schedule of Stormwater Management Utility Service Charges and Fees; providing for repeal of conflicting ordinances, severability, penalties, authority for clerical corrections, and establishing an effective date

STAFF RECOMMENDED ACTION:

At the January 31, 2023 Council Meeting:

- 1) Continue the Public Hearing, opened on November 15, 2022
- 2) Read Ordinance No. 2023-03 by title only for the first time
- 3) City Clerk reads Ordinance No. 2023-03 by title only (if approved above)

At the February 7th, 2023 Council Meeting:

- 4) Continue the Public Hearing.
- 5) Close the Public Hearing.
- 6) Read Ordinance No. 2023-03 by title only for the final time.
- 7) City Clerk reads Ordinance No. 2023-03 by title only (if approved above)
- 8) Adopt Ordinance No. 2023-03

10. **Adjournment**

WORK SESSION

1. **Call to Order**

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. **City Manager Report**

Information Only

3. **Economic Development - Year in Review 2022**

This presentation is a brief introduction and update on the City of Flagstaff's Economic Development Program from the year 2022.

4. **Downtown Connection Center (DCC) Art Concepts: Art Glass and Southside Grove Sculpture**

1. Hear and see presentation on selection process, community input and design process, and developed art concepts;
2. Consider art concepts;
3. Provide responses.

5. **Parking Update and Discussion**

Provide Council with information on the current City parking program and receive input regarding possible program changes.

6. **Public Participation**
7. **Informational Items To/From Mayor, Council, and City Manager; future agenda item requests**
8. **Adjournment**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2023.

Stacy Saltzburg, MMC, City Clerk

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 01/26/2023
Meeting Date: 01/31/2023



TITLE:

January Work Anniversaries

DESIRED OUTCOME:

Recognition of employees celebrating work anniversaries in the month of January

EXECUTIVE SUMMARY:

INFORMATION:

Attachments: [Presentation](#)



Five Year Anniversaries



Cherri Lamont
International Travel Trade
Manager

Keenan Keams
Recreation Official I



TEAM FLAGSTAFF
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Five Year Anniversaries



Tyler Shank
Police Officer



Brian Cooke
Police Officer



TEAM FLAGSTAFF
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Five Year Anniversaries



Jesse Mckerracher
Water Services Operator IV



Robert Stone
Mechanic II



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Fifteen Year Anniversaries



Nicholas Almendarez
Police Sergeant

Heidi Lofgren
Deputy Court Administrator



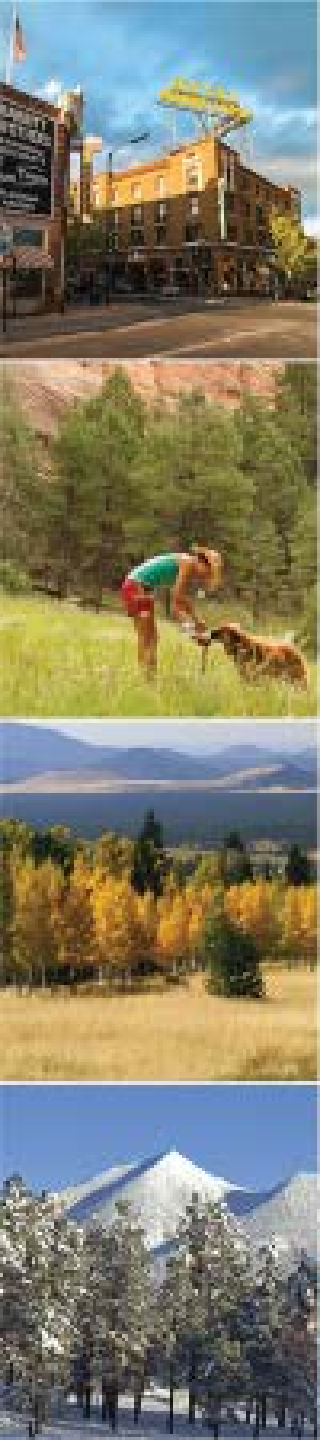
TEAM FLAGSTAFF
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Twenty Year Anniversaries



Sharon Super
Recreation Instructor I



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25 years plus!!!

Barbara Thurber is celebrating 25 years with the City of Flagstaff and serves as a Library Specialist.

Barb is the rockstar of Collection Management Services. Barb makes it a priority for patron requests to be filled as quickly as possible. She checks multiple vendors to find the requested material if at all possible. She handles the ordering of the vast majority of our collection and works to provide a great variety of reading materials, cds, dvds, and other resources to our community. In addition to Flagstaff's material acquisitions, Barb is a resource to each of our county libraries and works with them to provide the materials needed for their communities. She is an exemplary employee who works hard to ensure patrons have what they need and want in our collection and by extension creates a wonderful library experience.



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25 years plus!!!

Terra Savage has been with the City for 25 years and is currently a Library Specialist.

In addition to her hard work with the libraries' newspaper and magazine vendors, and the daily effort she makes to ensure our newspapers are organized and ready for patron use, Terra gives new meaning to the phrase "other duties as assigned". In her time at the library, she has undertaken several projects to improve the patron's experience. Some of the most recent projects are locating missing copies of the AZ Daily Sun and sending them to be bound into book volumes for our archive, pulling collection items from a currently non-circulating collection to fulfill patron holds and requests, and creating labels in braille to make our collection more accessible to those with limited vision. Terra is always willing to step up and find a way to ensure the best library experience possible.



TEAM FLAGSTAFF
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25 years plus!!!

As a 27-year experienced Parks professional, Ralph Hearne brings many attributes to the team through experience, fiscal responsibility, daily operational awareness and lastly his keen sense of listening. Ralph is currently the Parks Supervisor managing the Citizens Cemetery and supervises the trash/restroom crew for the Section. Ralph is passionate about viewing fútbol, and with the recent World Cup, we all had a blast discussing the amazing matches. In addition to fútbol, Ralph enjoys traveling so hoping his 27th year at the City brings new adventures! We are all thankful to call Ralph a coworker in PROSE.



25 years plus!!!

Carrie Nelson has been with the City of Flagstaff for 28 years – and a key staff member of the CVB for the past 23 years. Carrie is part of the invaluable team of Administrative Specialists under the Economic Vitality Division who exchange best practices and truly act as a team. Carrie can be counted on to keep things running seamlessly at Discover Flagstaff and to remain flexible within the division when called upon to help out where needed.

Trace shared with us that he remains grateful for Carrie's contributions.



TEAM FLAGSTAFF
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25 years plus!!!

Jeffery Jeff James was hired as a police officer on January 7, 1993. He grew up in Flagstaff, attending Christiansen Elementary School and Coconino High School. He is the most senior employee currently at the Flagstaff Police Department at 30 years of active service. He followed in the footsteps of his father who retired from the department as a Corporal. James promoted to Sergeant in 2013. In 2014, when the Flagstaff Police Department implemented a traffic unit James was assigned as the traffic unit supervisor. James approached this new challenge with a passion. He conducts in-service training for our motor officers and developed several programs within the traffic unit to provide better service to our citizens. Over the years, Sgt. James has served as a Field Training Officer, DARE Instructor, Collision reconstructionist, driving instructor, and is past recipient of the Meritorious Service Award, Officer of the Year award and City Managers Award. Sgt. James is also a member of the department's ethics committee. James presents quarterly ethics training to department employees, which enhances the department's image to the Flagstaff community. These presentations help our officers give the best possible customer service to our citizens.



James leadership and dedication provides quality customer service to everyone in our community. Away from work Sgt. James enjoys riding motorcycles. Thank you, Sergeant Jeff James, for your 30 years of dedicated service!



TEAM FLAGSTAFF
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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Brian Gall, Airport Programs Manager
Co-Submitter: Emily Markel
Date: 06/14/2022
Meeting Date: 01/31/2023



TITLE:

Consideration and Approval of Contract: Purchase Contract with Scheidt & Bachmann USA Inc. for the Airport Paid Parking System.

STAFF RECOMMENDED ACTION:

1. Find that Scheidt & Bachmann USA Inc. has offered the proposal most advantageous to the City, and approve a contract with Scheidt & Bachmann USA Inc. for the purchase, installation, and support of a parking access and revenue control system for the Flagstaff Pulliam Airport in an amount not to exceed \$286,714.03, plus applicable taxes.
2. Authorize the City Manager to execute all necessary documents.

Executive Summary:

The City issued a Request for Proposals for a paid parking system, and received proposals from six (6) companies. Of those, Scheidt & Bachmann received the highest score from the panel that reviewed the proposals.

City staff is recommending that Council find that Scheidt & Bachmann submitted the proposal most advantageous to the City, and approve a contract for purchase of the paid parking system and equipment required to move to a paid parking model for both the new and existing airport parking lots. Paid parking fees were previously approved by Council on December 28, 2021.

Financial Impact:

Currently, parking at the airport is free and the City is constructing an additional public parking lot at the airport to meet parking needs. Adoption of a paid parking program is expected to cover the cost of construction of the new parking lot, fund operational costs for the program, and reduce reliance on the City's General Fund by helping the Flagstaff Pulliam Airport operate as an Enterprise Fund. This contract is budgeted in the Airport Fund in account 211-07-222-3504-0-4443 as part of the Airport Parking Lot capital improvements and 221-07-221-0886-0-4229 for the hardware and software maintenance.

Policy Impact:

None.

Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

- Enhance the organization's fiscal stability & increase efficiency & effectiveness.
- Deliver outstanding services to residents through a healthy, well maintained infrastructure system.
- Provide effective management of and infrastructure for all modes of transportation.

Carbon Neutrality Plan

- DD-3: Encourage Flagstaff residents and visitors to walk, bike, roll and take the bus.

Regional Plan

- Goal T.10. Strengthen and expand the role of Flagstaff Pulliam Airport as the dominant hub for passenger, air freight, public safety flights, and other services in northern Arizona.
- Policy T.10.1. Maintain and expand Flagstaff Pulliam Airport as an important link to the national air transportation system.
- Goal T.3.4. Actively manage parking, including cost and supply, to support land use, transportation and economic development goals.

Has There Been Previous Council Decision on This:

- December 28, 2021 Council Meeting: Council adopted Ordinance No. 2021-23, establishing airport parking fees effective January 28, 2022.
- November 23, 2021 Work Session: Discussion on the proposed airport parking rates.
- March 16, 2021 Council Meeting: Council awarded a contract for the construction of a new airport parking lot.
- April 21, 2020 Council Meeting: Staff presented design concepts for the new airport parking lot and provided information on a paid parking system.
- December 10, 2019 Work Session: Staff provided an update on the temporary parking lot solutions and plans for developing additional airport parking including a paid parking system.

Options and Alternatives:

1. Find that the Scheidtman & Bach USA, Inc submitted the proposal most advantageous to the City, and award a Contract for purchase of an Airport Paid Parking System in an amount not to exceed \$286,714.03 plus applicable taxes; or
2. Do not award the Airport Paid Parking System contract and direct staff to issue a new solicitation or take other action.

Background/History:

Passenger enplanements at the Flagstaff Pulliam Airport have grown significantly in recent years with the addition of new routes and increased passenger demand resulting in a 64% increase in travelers between 2017 and 2021. In 2020, during the height of the COVID pandemic, over 86,000 passengers continued flying out of Flagstaff Pulliam Airport after record enplanements of 123,957 in 2019. In 2021, enplanements were once again near record numbers with of 118,453 passengers boarding flights. This increase in passengers has added to the need to increase parking capacity, and the construction of a second parking lot was completed in 2022. The new parking lot adds 413 parking spaces for travelers, more than doubling the airport's parking capacity. This additional space will allow temporary closures of the existing lot for maintenance and improvements.

Several other factors have contributed to parking issues at the airport even before the increase in enplanements. These issues have included abandoned vehicles, vehicles parked at the airport for extended periods of time, people using the lot for vehicle storage, and vehicles parking at the terminal for events not related to the airport.

A paid parking model will help ensure parking is available to the traveling public by allowing for increased parking enforcement. It will also create a long term revenue source for the airport to recover the cost of construction, provide for ongoing operational and maintenance, and help the airport become more self-sustaining as an enterprise fund.

The City issued a competitive solicitation, a Request for Proposals (RFP), in the fall of 2022. Scheidt & Bachmann USA Inc. submitted a proposal i Request for Proposals in the fall of 2022.

Purchasing staff published a Request for Proposals RFP solicitation for Parking, Access, and Revenue Control System for the Flagstaff Pulliam Airport services in the Arizona Daily Sun on October 16, 2022, and October 23, 2022, and posted the solicitation to the City of Flagstaff's PlanetBids Website on October 11, 2022. On November 1, 2022, the City received six (6) Proposals from Paid Parking Consultant Firms. A six-member Selection Committee consisting of City staff and one business Consultant reviewed and evaluated the Proposals. Based upon the numerical scoring of the Proposals, the Selection Committee identified the highest scoring proposer as Scheidt & Bachmann. Final scores of all firms are as follows:

<u>APS - Access Professional Systems</u>	<u>365</u>
<u>DESIGNA Access Corporation</u>	<u>520</u>
<u>FlashParking, Inc.</u>	<u>539</u>
<u>HUB Parking Technology USA, Inc.</u>	<u>492</u>
<u>Scheidt & Bachmann USA Inc.</u>	<u>547</u>
<u>SKIDATA, Inc</u>	<u>478</u>

Scheidt & Bachmann demonstrated a clear recognition of the knowledge and experience to design a complex paid parking system at the Flagstaff airport, as well as understanding the schedule requirements for completing the improvements.

Expanded Financial Considerations:

This purchase is budgeted within the Airport Fund in account numbers 221-07-222-3504-0-4443 and 221-07-221-0886-0-4229.

While the Airport Fund operates as an Enterprise type fund, there is often a reliance on the General Fund to assist funding of annual budget requests. The goal with the implementation of a paid parking system is to help the airport to become self-sustaining through annual revenues. This approach is critical to enable the airport to make operational and capital decisions without competing for limited revenues on an annual basis. The airport has benefited from recent federal funding during the pandemic which has reduced reliance on the General Fund, however these funds are one-time benefits. In the Fiscal Year 2021-2022, the Airport Fund shows a \$450,000 annual ongoing need beginning in Fiscal Year 2024-2025. The parking rates proposed will allow for the airport to reduce its revenue reliance on the General Fund.

Community Involvement:

Staff posted a Notice of Proposed New Rates or Fees Related to Airport Parking on October 22, 2021 which provided a detailed analysis of the proposed airport parking rates. This notice provided the dates proposed for the Council consideration of airport parking rates and the Management Services phone number. This notice was also posted on the City of Flagstaff Facebook page.

Airport staff presented a discussion on airport parking rates to the Airport Commission on October 17, 2021, to the Flagstaff Chamber of Commerce on November 14, 2021, and to the Tourism Commission on November 23, 2021.

Attachments: [Airport PARCS Presentation](#)
 [Airport Paid Parking Contract](#)
 [Exhibit A - SOW and Fee](#)

Airport Parking, Access, and Revenue Control System

Brian Gall, Airport Programs Manager

January 31, 2023





Airport Paid Parking System



Parking at the Airport

- Existing Lot (Terminal Lot)
 - 385 Spaces
 - Issues with abandoned and improperly parked vehicles
 - Often near capacity
- New Lot (Economy Lot)
 - 415 Spaces
 - 10 ft. wide sidewalk connecting lot to Terminal





Airport Paid Parking System

Move to a Paid Parking System

- Pay for Economy Lot Construction
 - 64% increase in enplanements (2017-2021)
 - Many travelers arrive from outside city limits
- Allow for additional parking enforcement
- Encourage alternative transportation
 - Bike racks and lockers installed
 - Bike lanes and signage added
 - Paid parking changes behaviors
- Discourage parking unrelated to airport activities





Airport Paid Parking System

Previous Council Decisions

- Dec. 28, 2021: Council adopted Ordinance No. 2021-23, establishing airport parking fees effective January 28, 2022.
- March 16, 2021: Council awarded a contract for the construction of a new airport parking lot.
- April 21, 2020: Staff presented design concepts for the new airport parking lot and provided information on a paid parking system.
- Dec. 10, 2019: Staff provided plans for developing additional airport parking including a paid parking system.



Airport Paid Parking System

Steps to Implement Paid Parking

- ☒ Construction of new parking lot
- ☒ Parking rates approved by Council
- ☒ Improvements to existing parking lot
- ☒ Purchase and Installation of Parking, Access, and Revenue Control System
- ☐ Contract for consumables (tickets and receipts)
- ☐ Contract for credit card processing
- ☐ Contract for remote customer service
- ☐ Airport Rules and Regulations update (City Code Ch. 8-06)



Airport Paid Parking System



Proposed Supplier

- Scheidt & Bachmann USA Inc.
 - Selected as the preferred supplier through a competitive RFP process
- Provides paid parking systems for airports across the country
- Employees based in Phoenix and Flagstaff





Airport Paid Parking System

Proposed System

- 2 entry lanes and 2 exit lanes per lot
- Equipment:
 - Gates
 - Ticket dispensers
 - Exit verifiers
 - License plate readers
 - Lane status indicators
 - Uninterruptable Power Supply
 - Pay station in Terminal





Airport Paid Parking System



Parking Operations

- Wayfinding signage has been added
- Customer service provided under contract by 3rd party
- Parking Rules and Regulations enforced by ParkFlag



Questions?



CONTRACT FOR SERVICES & MATERIALS

Contract No. MS-2023-05

This Contract is entered into this _____ day of _____, 20____ by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Scheidt & Bachmann USA Inc. a Delaware Corporation ("Consultant").

WHEREAS, the City desires to receive and Consultant is able to provide a paid parking, access, and revenue control system and services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Consultant (the "parties") agree as follows:

SERVICES

1. Scope of Work: Consultant shall provide the professional services generally described as follows:

Parking, Access, and Revenue Control System for the Flagstaff Pulliam Airport

and as more specifically described in the scope of work attached hereto as Exhibit A.

2. Schedule of Services: Consultant shall perform all work per the schedule set forth in Exhibit A.
3. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as Exhibit B are hereby incorporated by reference by reference and shall apply to performance of this Contract, except to the extent modified in Exhibit A.
4. Key Personnel/Subcontractors: Consultant's Key Personnel, Subcontractors (if any), and contact information are designated in Exhibit A. Key Personnel are those employees whose license number and signature will be placed on key documents and those employees who have significant responsibilities for completion of the services. The City Representative for this Contract has the right to approve any proposed substitution of Key Personnel or Subcontractors.

CITY RESPONSIBILITIES

5. City Representative: The City Representative is Brian Gall or designee. All communications to the City shall be through the City Representative. The City Representative is responsible for bringing any request for a Contract amendment or price adjustment to the attention of the Procurement Agent.
6. City Cooperation: The City will cooperate with Consultant by placing at its disposal all available information concerning the City, City property, or the City project reasonably necessary for Consultant's performance of this Contract.

CONTRACT TERM

7. Contract Term: The Contract term is for a period of three (3) years unless terminated pursuant to the Standard Terms and Conditions. This Contract will be effective as of the date signed by both parties. Performance shall commence within ten (10) days from City's issuance of the Notice to Proceed.
8. Renewal: This Contract may be renewed or extended for up to two (2) additional one (1) year terms by mutual written consent of the parties. The City reserves the right to unilaterally extend the period

of the contract for ninety (90) days beyond the stated expiration date. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.

PAYMENT

9. Compensation: Consultant shall be paid an **amount not to exceed two hundred eighty-six thousand seven hundred fourteen dollars and three cents (\$286,714.03), plus applicable taxes** for satisfactory performance of the services in accordance with the Scope of Work identified in Exhibit A. Consultant will invoice City as follows, excluding Cloud annual recurring fees (other than the initial year), and excluding the Year 3 Warranty/parts/preventative maintenance. Consultant will invoice each subsequent Cloud annual recurring fee within the six months prior to the expiration of the current Cloud year. Consultant will invoice City for the Year 3 Warranty/parts/preventative maintenance within the six months prior to expiration of the initial 2 Year Warranty.:

- 50% of payment upon execution of contract (\$125,043.92, plus applicable taxes)
- 10% upon delivery of equipment (\$25,008.78, plus applicable taxes)
- 40% upon final acceptance (\$100,035.13, plus applicable taxes)

10. Price Adjustment: Any price adjustment must be approved by the City in writing as a formal Contract Amendment. The City Council must approve the price adjustment if the annual contract price exceeds \$50,000; otherwise the City Manager or his designee (the Purchasing Director) shall have authority to approve a price adjustment on behalf of the City.

DATA AND RECORDS

11. City Ownership of Document and Data: Any original documents prepared or collected by Consultant in performance of this Contract such as models, samples, reports, test plans, survey results, graphics, tables, charts, plans, maps, specifications, surveys, computations and other data shall be the property of the City ("City's work product"), unless otherwise agreed by the parties in writing. Consultant agrees that all materials prepared under this Contract are "works for hire" within the meaning of the copyright laws of the United States and hereby assigns to the City all rights and interests Consultant may have in the materials it prepares under this Contract, including any right to derivative use of the material.

12. Re-Use: The City may use the City's work product without further compensation to Consultant; provided, however, that the City's reuse without written verification or adaption by Consultant for purposes other than contemplated herein is at the City's sole risk and without liability to Consultant. Consultant shall not engage in any conflict of interest nor appropriate any portion of the City's work product for the benefit of Consultant or any third parties without the City's prior written consent.

13. Delivery of Document and Data: Upon termination of this Contract in whole or part, or upon expiration if not previously terminated, Consultant shall immediately deliver to the City copies all of the City's work product and any other documents and data accumulated by Consultant in performance of this Contract, whether complete or in process.

INSURANCE

14. Insurance: Consultant shall meet insurance requirements of the City, as set forth in Exhibit C.

MISCELLANEOUS

15. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:
Emily Markel
Senior Procurement Specialist
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, Arizona 86001
emarkel@flagstaffaz.gov

To Consultant:
Bill Geraghty
Managing Director
Scheidt & Bachmann USA, Inc
1001 Pawtucket Blvd.
Lowell, MA 01854
Bill.Geraghty@scheidt-bachmann-usa.com

With a copy to:
Brian Gall
Airport Programs Manager
City of Flagstaff
6200 S Pulliam Dr.
Flagstaff, AZ 86005
brian.gall@flagstaffaz.gov

With a copy to:

16. Authority: Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

CONSULTANT

Print name: _____

Title: _____

CITY OF FLAGSTAFF

Print name: _____

Title: _____

Attest:

City Clerk

Approved as to form:

City Attorney's Office

Notice to Proceed issued: _____, 20____

EXHIBIT A

SCOPE OF WORK

(To be finalized upon contracting)

EXHIBIT B

STANDARD TERMS AND CONDITIONS

(Last Updated March 23, 2022)

*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

IN GENERAL

1. **PARTIES:** The City of Flagstaff ("City") and the contractor identified in the Contract ("Contractor") may be referred to individually as "Party" or collectively as "Parties".
2. **NOTICE TO PROCEED:** Contractor shall not commence performance until after the City has issued a Notice to Proceed.
3. **LICENSES AND PERMITS:** Contractor its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract and provide copies to City upon request.
4. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws, regulations, standards, codes and ordinances in performance of the Contract.
5. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, the Contract is non-exclusive and the City reserves the right to contract with others for materials or services.
6. **SAMPLES:** Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to City shall be of the same quality and conformity.

MATERIALS

7. **PURCHASE ORDERS:** The City will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.
8. **QUALITY:** Contractor warrants that all materials supplied under the Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. The City's inspection, testing, acceptance or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.
9. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection. City will issue Final Acceptance upon consistent beneficial use of the system for a period of two (2) weeks and the completion of the punch list to the satisfaction of both parties.
10. **MANUFACTURER'S WARRANTIES:** Contractor shall deliver all Manufacturer's Warranties to the City upon the City's acceptance of the materials.

11. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address and purchase order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.
12. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract. City will provide a secure area for the materials delivered and City will not move the materials that will be subsequently installed by Contractor.
13. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.
14. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials and/or services. Delivery of nonconforming materials and/or services, or a default of any nature, shall constitute a breach of the Contract as a whole.
15. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.
16. **LIENS:** All materials and other deliverables supplied to the City shall be free of all liens, other than the security interest held by Contractor, until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.
17. **CHANGES IN ORDERS:** The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director prior to the institution of the change.

PAYMENT

18. **INVOICES:** A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number and dates when goods had been shipped or work performed. Invoices shall be sent within thirty (30) days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City.
19. **LATE INVOICES:** The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, the City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.
20. **TAXES:** Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of the Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: The City will pay any taxes which are specifically identified as a line-item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.

21. **FEDERAL EXCISE TAXES:** The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.
22. **FUEL CHARGES:** Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by the City.
23. **DISCOUNTS:** If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City; or (b) when acceptable materials and/or materials were received by the City.
24. **AMOUNTS DUE TO THE CITY:** Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City under the Contract.
25. **OFAC:** No payments may be made to any person in violation of Office of Foreign Assets Control regulations. 31 C.F.R. Part 501.

SERVICES

26. **INDEPENDENT CONTRACTOR:** Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.
27. **CONTROL:** Contractor shall be responsible for the control of the work.
28. **WORK SITE:** Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.
29. **SAFEGUARDING PROPERTY:** Contractor shall responsible for any damage to real property of the City or adjacent property in performance of the work and safeguard the worksite.
30. **QUALITY:** All work shall be of good quality and free of defects, performed in a diligent and professional manner.
31. **ACCEPTANCE:** If the City rejects Contractor's work due to noncompliance with the Contract, the City, after notifying Contractor in writing, may require Contractor to correct the deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.
32. **WARRANTY:** Contractor warrants all work for a period of three years following the date of final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within

a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This three year warranty is in addition to and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

INSPECTION, RECORDS, ADMINISTRATION

- 33. RECORDS:** The City shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five years after completion of the Contract.
- 34. RIGHT TO INSPECT BUSINESS:** The City shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.
- 35. PUBLIC RECORDS:** The Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law. A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential", the City will endeavor to notify Contractor prior to release of such information.
- 36. CONTRACT ADMINISTRATION:** Contractor will be required to participate in the City's contract administration process. Contractor will be closely monitored for Contract compliance and will be required to promptly correct any deficiencies.

INDEMNIFICATION

- 37. GENERAL INDEMNIFICATION:** Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense, arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, and subcontractors, in performing or failing to perform the responsibilities identified in the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects, and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.
- 38. INTELLECTUAL PROPERTY INDEMNIFICATION:** Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of the alleged infringement of any patent, trademark or copyright or other proprietary rights of any third-parties arising out of Contract performance or use by the City of materials furnished or work performed under the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

- 39. NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from an against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to, consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for the City. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

CONTRACT CHANGES

- 40. PRICE INCREASES:** Except as expressly provided for in the Contract, no price increases will be approved.
- 41. COMPLETE AGREEMENT:** The Contract is intended to be the complete and final agreement of the Parties.
- 42. AMENDMENTS:** The Contract may be amended by written agreement of the Parties.
- 43. SEVERABILITY:** If any term or provision of the Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted and the remainder of the Contract shall remain in full force and effect.
- 44. NO WAIVER:** Both Parties have the right insist upon strict performance of the Contract, and the prior failure of a Party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.
- 45. ASSIGNMENT:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. Any assignment without such consent shall be null and void. No assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to the City. The Purchasing Director shall have authority to consent to an assignment on behalf of the City.
- 46. BINDING EFFECT:** The Contract shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

EMPLOYEES AND SUBCONTRACTORS

- 47. SUBCONTRACTING:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without

the City's prior written consent, which may be withheld for any reason. The City reserves the right to withhold consent if the subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.

48. **NONDISCRIMINATION:** Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, familial status and represents and warrants that it complies with all applicable federal, state and local laws and executive orders regarding employment. In addition, any Contractor whose business is located within City of Flagstaff limits shall comply with the City Code, Chapter 14-02, *Civil Rights*, which also prohibits discrimination based on sexual orientation, or gender identity or expression.
49. **DRUG FREE WORKPLACE:** The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor's personnel shall abstain from use or possession of illegal drugs while engaged in performance of the Contract.
50. **IMMIGRATION LAWS:** Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors shall comply with all state and federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of state and federal immigration laws and regulations shall constitute a material breach of the Contract and shall subject Contractor to penalties up to and including termination of the Contract. The City may, at its sole discretion, conduct random verification of the employment records of the employees of the Contractor and any subcontractors to ensure compliance with all state and federal immigration laws and regulations. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contract if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A).

DEFAULT AND TERMINATION

51. **TERMINATION FOR DEFAULT:** Prior to terminating the Contract for a material breach, the non-defaulting Party shall give the defaulting Party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting Party in writing. In the event the breach is not timely cured, or in the event of a series of repeated breaches the non-defaulting Party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the Parties may execute all remedies available at law in addition to the Contract remedies provided for herein.
52. **CITY REMEDIES:** In the event of Contractor's default, the City may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City to pay for the costs of such substitute service. The City may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.
53. **CONTRACTOR REMEDIES:** In the event of the City's default, Contractor may pursue all remedies available at law, except as provided for herein.

- 54. TERMINATION FOR NONAPPROPRIATION OF FUNDS:** The City may terminate all or a portion of the Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.
- 55. TERMINATION FOR CONVENIENCE:** Unless expressly provided for otherwise in the Contract, the Contract may be terminated in whole or part by the City for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If the Contract is terminated, City shall be liable only for payment for reasonable and necessary costs incurred by Contractor in performance of the Contract before the City has provided written notice of its intended termination and for satisfactory materials and/or services received and accepted by the City before the effective date of termination.
- 56. TERMINATION DUE TO INSOLVENCY:** If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate the Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.
- 57. PAYMENT UPON TERMINATION:** Upon termination of the Contract, the City will pay Contractor for satisfactory performance up until the effective date of termination. The City shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.
- 58. CANCELLATION FOR GRATUITIES:** The City may cancel the Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with award or performance of the Contract.
- 59. CANCELLATION FOR CONFLICT OF INTEREST:** Pursuant to A.R.S. § 38-511, if the City identifies a conflict of interest in the award or performance of the Contract, the City may cancel the Contract within three years after its execution, without penalty or further liability to Contractor.

MISCELLANEOUS

- 60. COOPERATIVE PURCHASE CONTRACTS:** Presuming that Contractor agreed to such during the procurement process, Contractor will enter into cooperative purchase arrangements, as sanctioned by state and federal law, to allow Contractor to sell materials and services to any member of a cooperative group under the same pricing, terms and conditions of the contract awarded to the Contractor by the public procurement unit, following a competitive procurement process.
- 61. ADVERTISING:** Contractor shall not advertise or publish information concerning its Contract with the City without the prior written consent of the City.
- 62. NOTICES:** All notices given pursuant to the Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other Party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four days after being sent; or (c) sent by overnight courier, with receipt

deemed effective two days after being sent. Notice may be sent by email as a secondary form of notice.

- 63. THIRD PARTY BENEFICIARIES:** The Contract is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.
- 64. GOVERNING LAW:** The Contract shall be construed in accordance with the laws of Arizona.
- 65. FORUM:** In the event of litigation relating to the Contract, any action at law or in equity shall be filed in Coconino County, Arizona.
- 66. ATTORNEYS' FEES:** If any action at law or in equity is necessary to enforce the terms of the Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs, professional fees and expenses.
- 67. FORCE MAJUERE:**
- a. There may be events that occur during the term of the Contract that are beyond the control of both the City and Contractor, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God ("Events"). These Events may result in a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables that are the subject of the Contract.
 - b. There shall be no claims arising from a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables caused by the Events and the City shall not pay additional costs incurred by Contractor as a result of such Events.
 - c. The Parties shall act in good faith to extend the Contract completion date without any penalty to Contractor and that the extension will be in an amount of time equal to any temporary delay. This provision of the Contract supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.
- 68. NO BOYCOTT OF ISRAEL:** Pursuant to A.R.S. §§ 35-393 and 35-393.01, if a Party has over ten (10) employees and the Contract is worth at least one-hundred thousand dollars and no cents (\$100,000), the Party shall certify that it is not currently engaged in, and agrees, for the duration of the Contract, will not engage in a boycott of Israel.
- 69. CHANGES TO CONTRACT:** The Contract shall not be modified within the first year after Contract award where: (a) an amendment may result in a competitive advantage that was not made available to other proposers/bidders; or (b) requests for changes may delay commencement of performance.

EXHIBIT C

STANDARD INSURANCE REQUIREMENTS

(Last Updated March 23, 2022)

*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

1. **IN GENERAL:** Contractor shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with the Contract by Contractor, its agents, representatives, employees, and/or subcontractors.
2. **REQUIREMENT TO PROCURE AND MAINTAIN:** Each insurance policy required by the Contract shall be in effect at, or before, commencement of work under the Contract and shall remain in effect until all of Contractor's obligations under the Contract have been met, including any warranty periods. Contractor's failure to maintain the insurance policies as required by the Contract, or to provide timely evidence of renewal, will be considered a material breach of the Contract.
3. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** The following insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract. The City does not represent or warrant that the minimum limits set forth in the Contract are sufficient to protect Contractor from liabilities that might arise out of the Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

Where applicable, as related to the Scope of Work, Contractor shall provide coverage at least as broad and with limits not less than those stated below.

a. Commercial General Liability - Occurrence Form

General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000

b. Umbrella Coverage \$2,000,000

c. Automobile Liability

Any Automobile or Owned, Hired, and Non-owned Vehicles	\$1,000,000
Combined Single Limit Per Accident for Bodily Injury & Property Damage	

d. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability: Each Accident	\$1,000,000
Disease - Each Employee	\$1,000,000
Disease - Policy Limit	\$1,000,000

e. Professional Liability \$2,000,000

f. Network Security and Privacy Liability

Per claim	\$2,000,000
Annual Aggregate	\$2,000,000

4. **NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall maintain the requisite insurance requirements covering all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to, consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for the City. The insurance policy shall include coverage for third-party claims. The insurance policy shall contain an affirmative coverage grant for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.

City is operating and maintaining the network and the Contractor's system will reside on this network.

5. **SELF-INSURED RETENTION:** Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that Contractor reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and/or subcontractors. Contractor shall be solely responsible for any self-insured retention amounts. The City at its option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.
6. **OTHER INSURANCE REQUIREMENTS:** The insurance policies shall contain, or be endorsed to contain, the following provisions:
- a. Additional Insured: In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, its officers, officials, agents, employees, and/or subcontractors shall be named and endorsed as additional insureds with respect to liability arising out of the Contract and activities performed by or on behalf of Contractor, including products and completed operations of Contractor, and automobiles owned, leased, hired, or borrowed by Contractor.
 - b. Broad Form: Contractor's insurance policy shall contain broad form contractual liability coverage.
 - c. Primary Insurance: Contractor's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees, and/or subcontractors. Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, and/or subcontractors shall be in excess of the coverage of Contractor's insurance and shall not contribute to it.
 - d. Each Insured: Contractor's insurance policies shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- e. Not Limited: Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the Contract.
 - f. Waiver of Subrogation: The insurance policies shall contain a waiver of subrogation against the City, its officers, officials, agents, employees, and/or subcontractors for losses arising from work performed by Contractor for the City.
7. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of the Contract shall provide the required coverage and shall not be suspended, voided, cancelled, and/or reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the Procurement Agent and shall reference the Contract Number.
8. **ACCEPTABILITY OF INSURERS:** Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a “Best’s” rating of not less than A-: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.
9. **CERTIFICATES OF INSURANCE:** Contractor shall furnish the City with certificates of insurance (ACORD form) as required by the Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City Contract number shall be noted on the certificates of insurance. If requested by the City, all certificates of insurance and endorsements must be received and approved by the City before the Contractor commences work.
10. **POLICIES:** The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by the Contract. The City shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City’s receipt of Contractor’s policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City’s right to insist on strict fulfillment of Contractor’s obligations under the Contract.
11. **MODIFICATIONS:** Any modification or variation from the insurance requirements in the Contract must have the prior approval of the City’s Attorney’s Office in consultation with the City’s Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

Scheidt & Bachmann USA Inc.

City of Flagstaff



PARKING ACCESS REVENUE CONTROL SYSTEM

Scope of Work & Fee Schedule



PROJECT NAME: Flagstaff Pulliam Airport

PROJECT ADDRESS: 211 W. Aspen Ave. Flagstaff, Arizona 86001

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Terms

Scheidt & Bachmann Agrees to:

- Comply with all existing and subsequently enacted Federal, State and local laws, ordinances, codes and regulations that are, or become, applicable to this Agreement. This includes any additional items detailed in the RFP, as well as any addendums to the aforementioned RFP.
- Provide all necessary materials and tools, unless specifically noted otherwise, required to facilitate the specified services in a timely and professional manner, including any permits or licenses that may be required. Permit may be billed back at cost to S&B
- Provide, upon request, a written certification of competency for each member of Contractor's staff that will be assigned responsibilities under the terms of this contract, as well as to comply with the standard Work Rules applicable to all contractors at the Airport, especially as they relate to union personnel, including wage and labor requirements.
- Ensure that all services provided by the sub-contractor will be performed in a manner consistent with that level of care and skill ordinarily exercised by members of the Contractor's profession in the United States and currently practicing in the same industry under similar conditions.
- Provide all documentation for the electrical design and installation in the RFP.
- Submit all documents in a format and at a quality mutually agreed to and approved by the sub-contractor and Scheidt and Bachmann.
- Participating in project meetings detailing the estimated duration and completion date for all work to be performed, which shall then be integrated into the overall project schedule.

Responsibilities

1.1. Scheidt & Bachmann's Responsibility

- A. Provide, configure and install all equipment as shown in the attached Fee Schedule & corresponding Data Sheets.
- B. Configure system software and provide cloud hosting through AWS.
- C. Provide 24 hours of onsite training to Flagstaff Airport with 16 hours of hours of remote training.
- D. Provide maintenance, spare parts, labor, and preventative maintenance of the installed system during the warranty and extended warranty period. The warranty period is 3 years with quarterly preventative maintenance. Please see corresponding sample preventative maintenance checklist.
- E. Provide training on the proposed system to Airport staff and airport designated customer support personnel.
- F. Provide Airport infrastructure requirement documentation for Airport electrical & civil contractor.
- G. Perform all actions below listed in Section 2 below, during normal business hours (Monday – Friday 8am-5pm).

1.2. Airport Responsibility

- A. Provide any required low voltage conduit (S&B will reuse existing conduit and assumes conduit is reusable) and pull required low voltage wire from IDF room/parking office to devices or nearest electrical junction to the devices if less than 250ft.
- B. Pull fiber optic cable from IDF to nearest electrical junction for network equipment housing and terminate.
- C. Provide high voltage conduit and wire from breaker panel to the island (S&B will reuse existing wiring and conduit and assumes conduit and wire is reusable)
- D. Ownership will establish and negotiate contract with credit card processing gateway. S&B may consult Ownership of requirements but will not be responsible for negotiations.
- E. Provide 4 Knox Boxes for Emergency Vehicle Access
- F. Provide consumables including Ticket Stock & Receipt paper for devices. Consumables to meet S&B required specifications.
- G. Provide lane infrastructure in accordance to corresponding lane diagram attached including conduit, cable, concrete island, & protection bollards.
- H. Daily Operation & Management of the proposed system either with Airport staff or Airport selected 3rd party customer service team.
- I. Install prefabricated loops or cut in loops in accordance with S&B lane drawings.

****Note:** There is inherent risk in accepting credit card payments in offline mode. Owner/operator understands the system must be monitored very closely in order to minimize the potential loss of revenue as a result of declined credit cards

****Note:** The gates provided for this system are for use with automobile traffic only. There is inherent risk when these gates are operated with pedestrian, motorcycle, scooter or bicycle traffic. It is the owner/operator's responsibility to warn its clients of this risk. Scheidt & Bachmann will not indemnify nor be liable for any incidents of injury or damage involving pedestrians, motorcycles, scooters or bicycles.

1.3. Network Description

- A. All network cabling is being provided by Flagstaff Airport.
- B. Cabling must meet S&B's specifications
- C. Any additional conduit will be provide by Flagstaff Airport
- D. It is the owner's responsibility to provide business class broadband internet connection for transmission of credit card transactions and S&B remote support access.
- E. It is the owner's responsibility to procure, install, manage and support site firewall for protection of PARCS network from external vulnerabilities.
- F. It is the owner's responsibility to provide S&B with PCI Compliant system access for remote support.

1.4. Electrical Description

- A. Electrical infrastructure is provided by Airport, any existing electrical conduit or wire that is reusable will be reused and is not included in S&B's scope.
- B. Any additional electrical conduit will be provided by Owner.

2. Scope of Work for all facilities:

- **List of Facilities**
 - Terminal Lot – 2 Entrance Lanes with License plate recognition cameras. 2 Exit Lanes with License Plate Recogniton. 1 Pay on Foot Station
 - Economy Lot – 2 Entrance Lanes with License Plate Recognition. 2 Exit Lanes with License Plate Recognition.
- Install new S&B equipment.
 - 4 Ticket dispensers – entervo.entry (data sheet attached)
 - 4 Exit Verifiers – entervo.exit (data sheet attached)
 - 8 barrier gates – entervo.barrier (data sheet attached)
 - 1 Pay on Foot Station – entervo.pay cashless (data sheet attached)
 - 8 LPR Cameras – Survision Micropak (data sheet attached)
 - 8 Uninterruptable Power Supplies – Alpha Micro (data sheet attached)
 - 8 Lane Status Signs – Signal Tech (data sheet attached)
 - 4 Knox Box Posts – Knox Boxes provided by Airport

- The ticket dispensers, exit verifiers, & pay on foot stations are equipped with heaters.
 - Caulk and seal around parking equipment in lane. Use 3 ½ X ¾" wedge anchors for the lane devices.
- Connect power to new equipment and terminate.
- Configure System software and provide cloud hosting through AWS.
- Provide and configure intercom server for customer support calls.
- Provide, pull and terminate (1) 12 conductor cable, 22 AWG, as per S&B specification from Entry/Exit to the barrier gate.
- Refer to lane drawing provided by S&B.
- Remove and dispose of all demolished material and cabling / daily cleanup.
- Label and document all provided cables.

3. Fee Schedule & Data Sheets



1001 Pawtucket Blvd Lowell, MA 01854

Phone: 414-517-1878

Date: 12/28/22

Email biscobing.daniel@s-b-usa.com

Flagstaff Pulliam Airport

Lane Equipment & Devices

QTY	Item	Description	Unit Price	Total
4	entervo.entry	Ticket Dispenser w/ Barcode Reader/ Intercom / Loop Detector / Color Display / Proximity Card Reader	\$ 7,058.70	\$ 28,234.80
4	entervo.exit	Exit Verifier w/ Barcode Reader/ Intercom/ Loop Detector/ Color Display/ /Receipt Printer	\$ 8,300.33	\$ 33,201.32
1	entervo pay cashless	Credit Card only POF w/ Barcode Reader/ Intercom/ Receipt Printer/ Color Screen	\$ 11,317.54	\$ 11,317.54
8	Uninterruptable Power Supply	Alpha Novus UPS w/ 60 minutes Backup Power	\$ 2,990.56	\$ 23,924.48
4	Knox Box Post	Post for Knox Box / (knox boxes provided by Airport)	\$ 300.00	\$ 1,200.00
8	Lane Status Sign	Open/Full/Closed Lane Status Sign w/ Post	\$ 943.75	\$ 7,550.00
5	EMV Contact Reader	Windcave Contact EMV Reader	\$ 736.80	\$ 3,684.00
5	EMV Contactless Reader	Windcave Contactless EMV Reader w. LAN 300	\$ 516.00	\$ 2,580.00
2	Barrier 12'	Barrier Gates w/ 12' LED Red & Green Lighted Barrier Arms	\$ 2,325.60	\$ 4,651.20
6	Barrier 20'	Barrier Gates w/20' LED Red & Green Lighted Barrier Arms	\$ 3,900.00	\$ 23,400.00
8	LPR Cameras	Survision License plate Recognition Camera	\$ 2,956.80	\$ 23,654.40
1	Cennox Installation	Bolt Down of Devices / Provided by Airport: Power, Civil, Conduit & Communication	\$ 33,060.00	\$ 33,060.00
1	S&B Installation	S&B Installation/FST Testing/ Configuration of equipment/Project Management/ Training	\$ 18,943.00	\$ 18,943.00
1	Freight	Shipping Costs	\$ 8,185.23	\$ 8,185.23
Parking Office & Misc.				
3	Cloud	Cloud Annual Recurring Fees (3 Years Included)	\$ 8,181.60	\$ 24,544.80
1	Software & Validation Module	One - time entervo parking system software suite license/ Reporting Catalogue/ Validation Production Unit	\$ 6,561.60	\$ 6,561.60
1	Workstation	Dell workstation w/ PC/ Monitor/ Keyboard/ Mouse	\$ 1,613.53	\$ 1,613.53
1	Intercom	SIP Intercom Server/ Master Station/Telephone Rollover	\$ 686.40	\$ 686.40
1	Warranty	Initial 2 Year Warranty Labor/ Parts/ Preventative Maintenance	\$ 9,458.73	\$ 9,458.73
1	Year 3 Warranty	Year 3 Warranty Labor /Parts / Preventative maintenance	\$ 20,263.00	\$ 20,263.00

3 Year Project Total: \$ 286,714.03

*Sales Tax Not Included

*Consumables (Tickets/Receipt stock) not included. Recommendation for Airport to procure directly with a Ticket Vendor.

*Price does not include credit card transaction fees. Airport to negotiate transaction fees directly with payment processor.

PRODUCT SHEET

/ **entervo.entry** and **entervo.exit**



About the Product

The lane control devices entervo.entry for entry lanes and entervo.exit for exit and transit lanes are characterised by their broad range of applications, simple operation, reliability and maintenance-friendly technology.

Whether you want to use barcode tickets or magstripe tickets for the handling of your short-term parkers, is up to you - the choice is yours!

For the identification of seasonal parkers or registered short-term parkers, long and short range transponder readers are available in addition to the traditional technologies.

An optional, integrated 2D barcode scanner for print@home tickets and QR codes on smartphones complements the wide range of applications.

Product Highlights

- / Entry or exit terminal featuring innovative technology
- / Modular, service & maintenance-friendly design
- / Future-proof and extendable
- / Intuitive user guidance, providing clear and comprehensive instructions through a dynamic color display
- / Illuminated components for ease of use
- / Proximity sensor for a completely safe and contactless parking experience as an option

PRODUCT SHEET

/ entervo.entry and entervo.exit



Functions

- entervo.entry
 - Dispensing short-term parking tickets (barcode or magstripe)
 - Checking S&B system cards and 3rd party cards
 - Barrier control
- entervo.exit
 - Checking short-term parking tickets, S&B system cards and 3rd party cards
 - Barrier control

Operation

- Intuitive user guidance via clear, graphic symbols
- Brilliant LED colour display for simple operation
- Screen diagonal of 17.8 cm (7")
- Screen resolution: WVGA (800x480 pixels)
- Flashing ticket request push-button (entervo.entry) or ticket chute (entervo.exit)
- 4 additional push-buttons for flexible use

Intercom

- Intercom substation with call button, microphone and loudspeaker (8 Ω)
- Audio induction loop as option

Ticket processing for short-term parkers

- The following units are available:
 - BKV40 for barcode tickets
 - TPU for barcode or magstripe tickets
- For further information and details, see the data sheets of the units

Processing of other media as option

- 2D barcodes via front facing barcode scanner
- Scheidt & Bachmann Smart Cards (Mifare 1 K read/write)
- Scheidt & Bachmann Transponder Cards (Hitag read/write) via Elatec TWN4
- Mifare, HID cards via Elatec TWN4 (read-only operation)
- Kathrein long range UHF reader
- Credit and debit cards, optionally with PIN pad, in an external housing

Receipts as option

- Printed on standard thermal paper roll

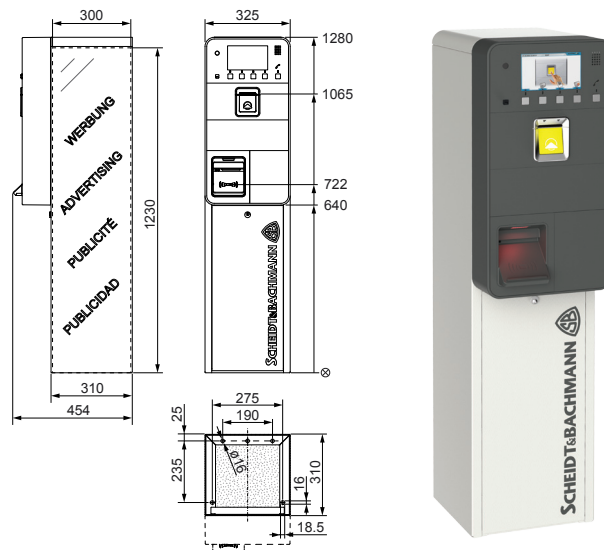
Computer and control unit

- Industrial PC for the autonomous control of the device
- Basic functions of the device are maintained even when there is a network failure
- 8 available digital inputs / 8 available digital outputs

External connections

- Power supply
- Network (LAN)
- Intercom
- Scheidt & Bachmann barrier gate
- 2 Induction loops, additional loop for backout detection as an option (entry only)

Dimensions (mm)



Power supply

- Device without heating: 85-264 VAC, 50-60 Hz
- Device with 230 V heating: 230 VAC, 50-60 Hz
- Device with 120 V heating: 120 VAC, 60 Hz
- Note: Supply voltage not switchable!

Power consumption (approx.)

- 35 W / 50 VA
- Additional 500 W for heating

Housing

- Stainless steel housing with smooth paint (RAL 9016 / traffic white or RAL 1003 / signal yellow)
- Special color according to S&B colour range available as an option
- Side panels offer a comfortable space for advertising and other information
- Device door with cylinder lock. After opening the device door, the front panel can be unlocked.
- Plastic front panel with structural effect paint (RAL 7043 / traffic grey B) can be swivelled to the side
- IP protection class according to IEC 60529: IP43

Place of installation

- For indoor and outdoor use
- Temperature range: -20 °C ... +50 °C
- Relative humidity: ±0 % ... 95 % (non-condensing)

Weight (approx.)

- 50 kg / 110 lbs

Approvals and certifications

- Approval name according to name plate affixed to the device: PGL40
- Europe: CE Mark
- USA/Canada: NRTL approval by TÜV SÜD America Inc.; Certificate No. U8 16 02 28197 006

PRODUCT SHEET

/ **entervo.pay** cashless



Product Highlights

- / Credit card only pay
- / Easy and secure payment without cash handling
- / Country-specific card reader systems
- / Contact and/or contactless payment

About the Product

The automatic credit card only pay station, entervo.pay cashless allows the fully automated payment of parking fees. Payment is made with a cashless method of payment such as credit or debit card without the time-consuming cash management.

The optional touchscreen manages high demands in terms of user-friendliness, functionality, flexibility and reliability.

The pay station is the ideal alternative to classical pay stations where payment takes place with

coins or banknotes.

As an option, Print@Home tickets can be processed via the integrated 2D barcode scanner which allows various eCommerce applications.

A large number of different reader technologies allow extra payment or validity extension directly at the pay station, for seasonal parkers.

PRODUCT SHEET

/ entervo.pay cashless



Operation

- Brilliant LED colour display for simple operation
- Screen diagonal of 17.8 cm (7") / screen resolution: WVGA (800x480 pixels)
- Touch-screen display for simple operation as option
- Intuitive user guidance via clear, graphic symbols
- Intercom substation with call button, microphone and loudspeaker (8 Ω)
- Audio induction loop as option

Media technologies

- The following units are available:
 - TPU for the processing of barcode tickets and/or magnetic tickets
 - incl. production of replacement tickets and voucher disposal
 - with one ticket magazine for up to 5,000 tickets
- Detailed information can be found in the corresponding components' data sheets

Cashless means of payment

- Various payment terminals can be integrated
- Readers for contactless payment
- Further information on request

Receipts

- Printed on standard thermal paper roll

Offline network operation

- In case of a network failure, the Automatic Pay Station will store up to 10,000 payment transactions

Housing

- Stainless steel housing with smooth paint (RAL 9016 / traffic white or RAL 1003 / signal yellow)
- Special colour according to S&B colour range available as an option
- Side panels offer a comfortable space for advertising and other information
- Device door with cylinder lock. After opening the device door, the front panel can be unlocked.
- Plastic front panel with structural effect paint (RAL 7043 / traffic grey B) can be swivelled to the side
- IP protection class according to IEC 60529: IP43

External connections

- Power supply
- Network (LAN)
- As option: Intercom

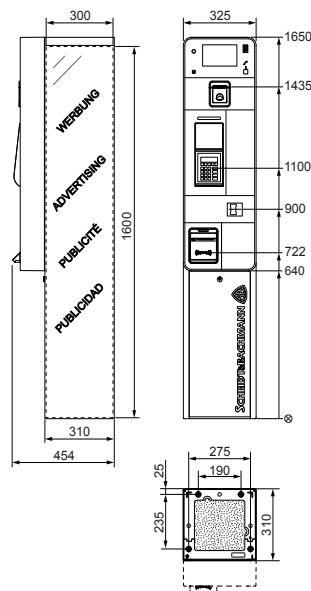
Power supply

- Device without heating: 85-264 VAC, 50-60 Hz
- Device with 230 V heating: 230 VAC, 50-60 Hz
- Device with 120 V heating: 120 VAC, 60 Hz
- Note: Supply voltage not switchable!

Power consumption (approx.)

- 35 W / 50 VA
- additional 500 W during heating mode

Dimensions (mm)



Place of installation

- USA: Protected locations or indoor use
- Canada: Suitable for indoor use only
- All other countries: Protected locations or indoor use; also suitable for outdoor use if the device is equipped with a special rain protection kit
- Temperature range: -20 °C ... +50 °C
- Relative humidity: < 95% (non-condensing)

Weight (approx.)

- 60 kg / 132 lbs

Approvals and conformity

- Approval name according to name plate affixed to the device: PAY40
- Europe: CE Mark
- USA/Canada: NRTL approval by TÜV SÜD America Inc.; Certificate No. U8 17 12 28197 032

Extras

- Transponder reader
- Front-facing 2D barcode scanner for eTickets (print@home)
- entervo.SIP intercom system
- Commend intercom system
- Fiscal printers
- Other special equipment upon request

PRODUCT SHEET

/ entervo.barrier



Product Highlights

- / Barrier gate with intelligent drive controller
- / High quality and security
- / Robust mechanics for intensive operation with 100% duty cycle
- / Standard or articulated barrier arm for low clearance
- / 3 integrated inductive vehicle detectors
- / Illuminated barrier arm as option

About the Product

The entervo.barrier gate is designed for access control of parking garages and car parks.

Perfect running performance, achieved by electronic speed control and optimized mechanics, protecting both the motor and the gears.

An efficient drive concept with a powerful 24V BLDC-gear and robust components ensure intensive operation with a 100% duty cycle.

PRODUCT SHEET

/ entervo.barrier



Motor and transmission

- Powerful brushless 24 V DC motor (BLDC) with multistage planetary gear
- Drive-supporting balancing springs
- Designed for intensive use up to 100% duty cycle (continuous operation)
- Can be quickly and simply changed from right-hand drive to left-hand drive

Barrier control

- Intelligent motor controller MO24 including:
 - Configuration via joystick and four-digit LED display
 - Electronic rotation speed control and end position detection for perfect running
 - 3 adjustable speeds for different barrier arms
 - 3 loop detectors

Safety features

- Barrier arm with rubber lower edge
- Barrier arm sensor in barrier beam shaft
- Auto-reverse function upon detection of an obstruction
- Mechanical emergency release via release lever
- Automatic opening by additional module (optional) in case of power failure

Protection against vandalism

- Fastening of the barrier arm with plastic screws as predetermined breaking point
- Stainless-steel screws, which are also included in the delivery, allow for higher wind loads
- Adjustable clamp connection in the barrier mechanics helps to prevent damage in case of pushing or pulling the barrier arm downward or upward

Available barrier arm types and length

- Powder-coated aluminium in white/red colour
- Right hand and left hand applicable
- Straight or articulated barrier arm in length of 2.5 m, 3.0 m or 3.5 m
- Illuminated barrier arm (straight or articulated) as option
- Non-illuminated barrier arms can be cut to the desired length on-site

Opening and closing times

- Depending on type and length of barrier arm: 1.3 s, 1.8 s or 2.5 s

External connections

- Power supply (88V - 264V, 47Hz - 63Hz)
- Control and acknowledge signals
- 3 inductive loops

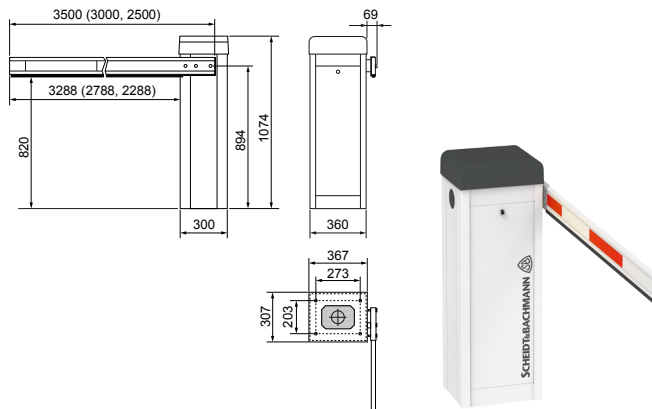
Power consumption (approx.)

- Standby: approx. 5 Watt
- Operation: approx. 70 - 85 Watt (depending on barrier arm length)

Housing

- Powder-coated housing made of aluminium with clamping technology, patent pending
- For indoor and outdoor use
- IP protection class according to IEC 60529: IP54

Dimensions (mm)



Standard colors

- Hood: RAL 7043 (traffic grey B)
- Housing base: RAL 1003 (signal yellow) or RAL 9016 (traffic white)
- Housing base in special colour according to S&B colour range available as an option

Place of installation

- Temperature range: -20 °C ... +50 °
- Relative humidity: $\pm 0\%$... 95 % (non-condensing)

Weight (approx.)

- 58 kg / 128 lbs without barrier arm

Approvals and certifications

- Europe: CE Mark
- USA/Canada: NRTL approval pending
- Approval name according to name plate affixed to the device: AS40e

Extras

- Adapter plate for using the existing anchor bolts of AS30/AS32 (predecessor models)
- LAN via RJ45 plug
- Hand-held transmitter / radio receiver for remote-controlled opening/closing of the barrier
- Service socket / CEE 7/3
- Other special equipment upon request

Notes

- The barrier gate is not designed for use by motorcycles, bicycles or pedestrians!
- The barrier gate is not suited for functions subject to higher security demands, e.g. safeguard against crossing hazard (railway), breakthrough (ferry access, military security areas), etc!



TOTEM MICROPAK

High performance, standalone, triggerless and easy to install **LPR Camera**, cased in a versatile totem, ready to use.

- **All Integrated:** LPR is performed entirely inside the camera, [no LPR server needed](#).
- **High speed:** 20ms to digitalize plates on vehicles moving at speeds up to 155 mph (250 km/h).
- **No Trigger needed:** The fastest option for [frictionless](#) applications.
- **Easy to Install:** The TOTEM integrates the entire electrical and electronic system. It bolts easily and securely to the ground.
- **Adjustable Recognition Distance:** From 5 ft (1.5 m) to 51 ft (15.5 m)
- **Customizable:** The color of the Totem can match your installation.
- **Dry contact** To directly control a barrier.
- **CST Ready:** Monitoring tool for validating camera's installation and performance.

LPR that Commits!

Includes a Contractual Guarantee of Performance.

Satisfied or Refunded!

Applications



PARKING



ACCESS CONTROL

entervo.SIP Intercom

Fully integrated VoIP Intercom

At a glance

entervo.SIP Intercom easily extends your entervo field devices by a cost efficient, state-of-the-art intercom system.

With its smart suite based on VoIP and SIP technology, our solution not only ensures crystal clear sound but also enables additional features such as opening the barrier directly via intercom.

The use of future-proof and most widely used standards in VoIP technology allows connection to almost any IP-based phone or server.



Details

Highlights

- State-of-the-art intercom technology based on VoIP (Voice over IP) and the open SIP standard (Session Initiation Protocol)
 - Seamlessly integrated software intercom solution in entervo field devices
 - Low maintenance effort due to pure software solution
 - Fulfills all typical intercom use-cases for the parking industry, e.g. receive calls, establish calls, open barrier via intercom, call forwarding to external line incl. open barrier via intercom as suffix etc.
 - Flexible regarding number of clients
 - Actions set by one-touch keys of the master call station (e.g. open barrier, lock barrier, Lost ticket etc.)
 - Visualisation of call status: entervo field device display will provide customers visual feedback on the status of the intercom call
 - Confirmation of call via display message: After pressing intercom button a confirmation mask to confirm the call request will appear which minimises customers accidentally pressing intercom
 - End call when leaving loop: In case customer leaves the loop the call will be terminated automatically
 - Support of multiple SIP phones as master call stations
 - Call escalation/forwarding after timeout to other master call stations
- entervo.SIP Intercom**
- Our solution is based on entervo.SIP intercom clients in the entervo field devices and a SIP phone as intercom master call station offering the following features:
- Basic intercom features (receive calls, establish calls from master call station to field devices etc.)
 - VoIP communication
 - Full-duplex (two-way communication) with clear audio quality (16 kHz)
- In case call forwarding to external line is required, a SIP server will be added to this setup.

Focus

- ▲ Customer convenience
- ▲ Low investment

Benefits

- ▲ No additional cabling required as VoIP
- ▲ Fully integrated Intercom
- ▲ Easy to configure and extend
- ▲ Very low maintenance

Software requirements

- ▲ entervo release V2R4M13 or later
- ▲ Field device service pack 122 or later

Hardware requirements

- ▲ entervo device generation (e.g. entervo.entry, entervo.pay...)

Alpha Micro 1000

UPS and Enclosure



Your Power Solutions Partner

- Compact, integrated UPS system provides clean, uninterruptible backup power
- Wide range Automatic Voltage Regulation without going to batteries extends battery life, even during periods of surge or sag in voltage from utility power
- External communications via RS-232 port or (optional) Ethernet SNMP interface provides local or remote monitoring control
- Independently programmable control and report relays allow tracking and controlling of key functions
- Event and alarm logging with time and date stamping simplifies and accelerates troubleshooting
- A wide operating temperature range of -40 to 74°C (-40 to 165°F)* is suitable for the most extreme operating environments
- Temperature compensated battery charging protects batteries from over charging at extreme temperatures

The Alpha Micro Series provides constant, reliable backup power for Access Control, Security, Public Utility and Telecommunications applications in a compact all-in-one enclosure. The Alpha Micro UPS Series provides the same functionality as the Alpha class leading FXM Series, for lower power applications in a single, easy to install cabinet. Optional add-on battery cabinets support applications where longer backup times are required. The system is available in either North American (120Vac/60Hz) or International (230Vac/50Hz) variants.

* This applies to the UPS module only. Batteries may require a heater mat at lower temperatures. Output power derates after 50°C



Alpha Micro 1000 UPS and Enclosure

Consult your Alpha representative for P/N configurations

ELECTRICAL

> North America

Battery string voltage:.....48Vdc

Input:

Nominal voltage: 120Vac

Nominal frequency:60Hz

Current:.....8.8A nominal

Voltage range:85 to 175Vac

Output:

Current:.....8.3A nominal

Voltage regulation:±10% over input voltage range

Power @ 50°C: 1000W/VA

> International

Battery string voltage:.....48Vdc

Input:

Nominal voltage:230Vac

Nominal frequency:50Hz

Current:.....4.6A nominal

Voltage range: 150 to 328Vac

Output:

Voltage:230Vac

Current:.....4.3A nominal

Voltage regulation:±10% over input voltage range

Power @ 50°C: 1000W/VA


PERFORMANCE / FEATURES


Run time*:4 x 18Ah batteries - 28 mins


*Run time on battery power can vary based on loads, temperature and battery.

Other battery options are available.

MECHANICAL

	Alpha Micro		
	Dimensions	mm	500H x 358W x 294D
		inches	19.7H x 14.1W x 11.6D
	Weight (without batteries)		19.7kg (43.4lbs)

	Alpha Micro XL		
	Dimensions	mm	776H x 358W x 294D
		inches	30.6H x 14.1W x 11.6D
	Weight (without batteries)		19.7kg (49.8lbs)

	Alpha Micro XL3		
	Dimensions	mm	1330H x 358W x 294D
		inches	52.4H x 14.1W x 11.6D
	Weight (without batteries)		22.6kg (69.2lbs)

AGENCY COMPLIANCE

Electrical safety:UL1778, CSA 22.2 No. 107.3,
EN50091-1-2, EN60950

Marks:CSA_{US}, CE**

EMI:Level A FCC, CISPR22, EN55022

NEMA:3R

**CE applies to 230Vac version only

Alpha Technologies Ltd.

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United States: Bellingham, Washington T: 360.647.2360 F: 360.671.4936

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member of The  Group™

PRODUCT ID: 5907
Outdoor Blank-out LED Direct-view Sign

MODEL
TCL718GRR-202/120-277VAC



DIMENSIONS
7" H x 18" W x 2.5" D (est. 4.223 lbs)

CLASS
CLASS: TCL Series
Control Method: Switch (not included) or external relay.

CONSTRUCTION
Back Construction: 0.050" Lift-n-Shift Back
Cabinet: 1-piece, corrosion resistant, extruded aluminum frame, 2.5" deep.
Face Material: 1/8" impact resistant, smoke-tinted polycarbonate (5109)
Faces: Single Faced Sign
Finish: Duranodic Bronze
Mounting Channel: None

ELECTRICAL
Flashing: Not Included
Input Voltage: 120-277 VAC
UL/cUL Listed: Listed for wet locations

MESSAGE
Illumination: Super bright direct view LEDs. Message blanks out when off.
Sign Messages: See message table below

MESSAGE	LED/COLOR	HEIGHT	AMPS
OPEN	Green Wide Angle LED	3.5"	0.055-0.024
CLOSED	Red Wide Angle LED	3.5"	0.041-0.018
FULL	Red Wide Angle LED	3.5"	0.024-0.010

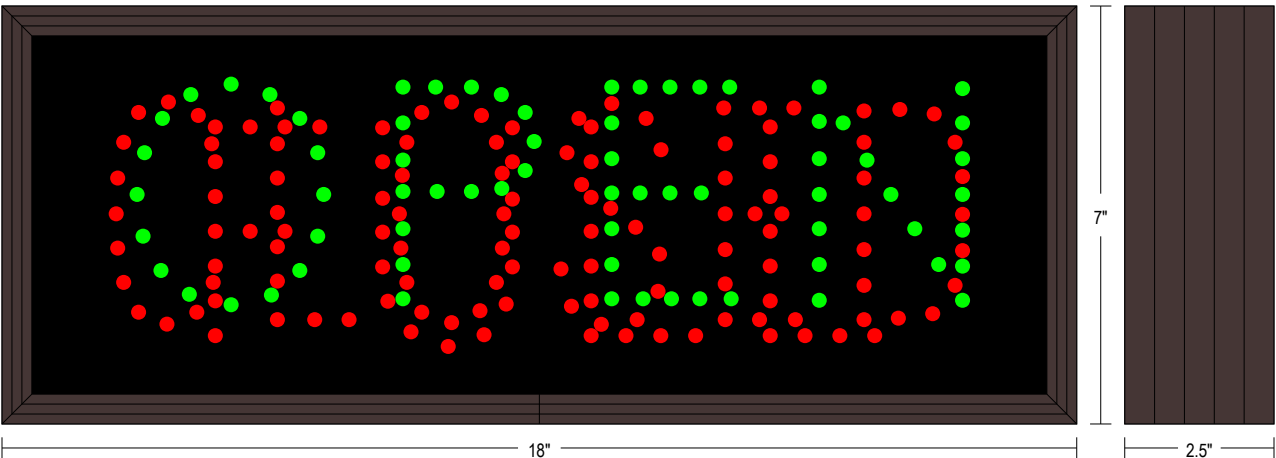
NOTE: Above messages are independently controlled.

Signal-Tech
4985 Pittsburgh Ave.
Erie, PA 16509
Phone: (877) 547-9900
Fax: (814) 835-2300
Email: sales@signal-tech.com
Website: www.signal-tech.com



Product View

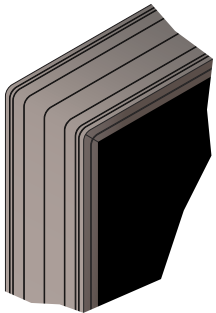
NOTE: Sign image may not exactly represent the finished product. For illustration purposes only.



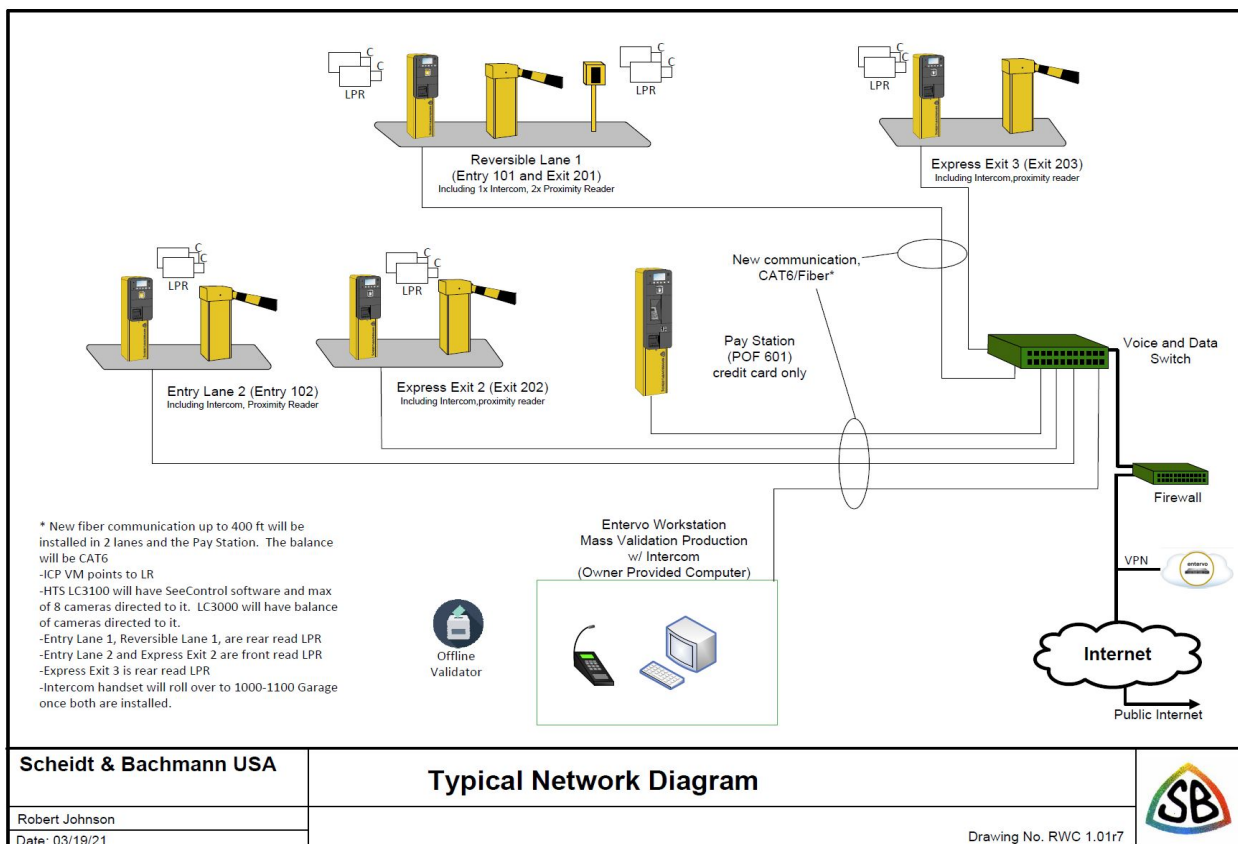
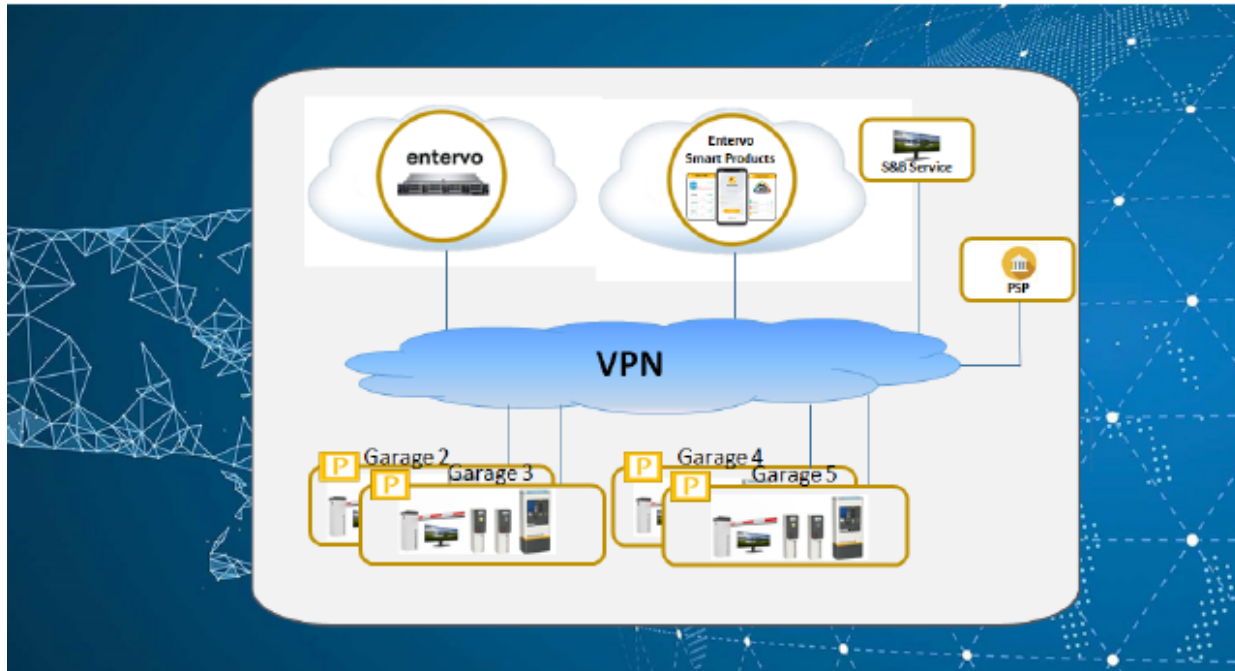
Sample Display Options



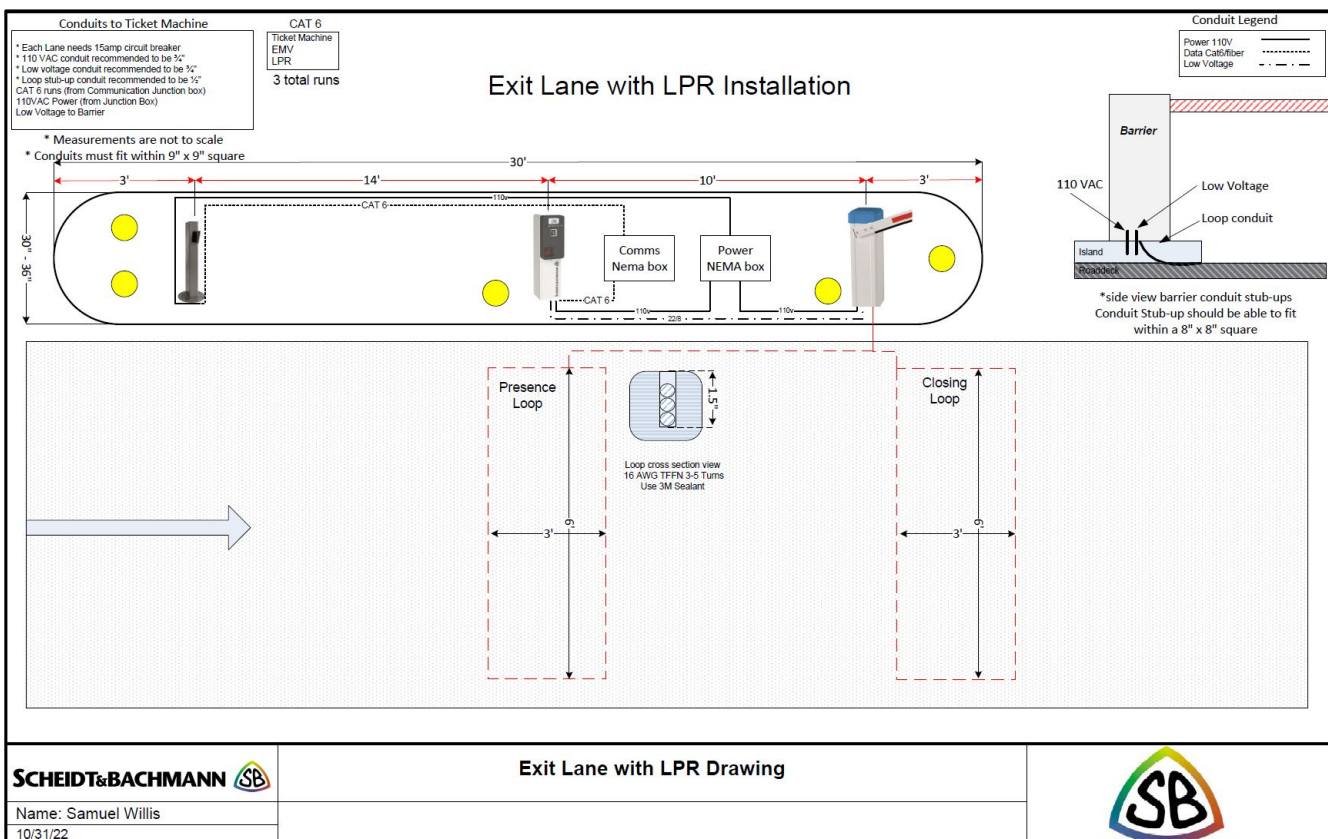
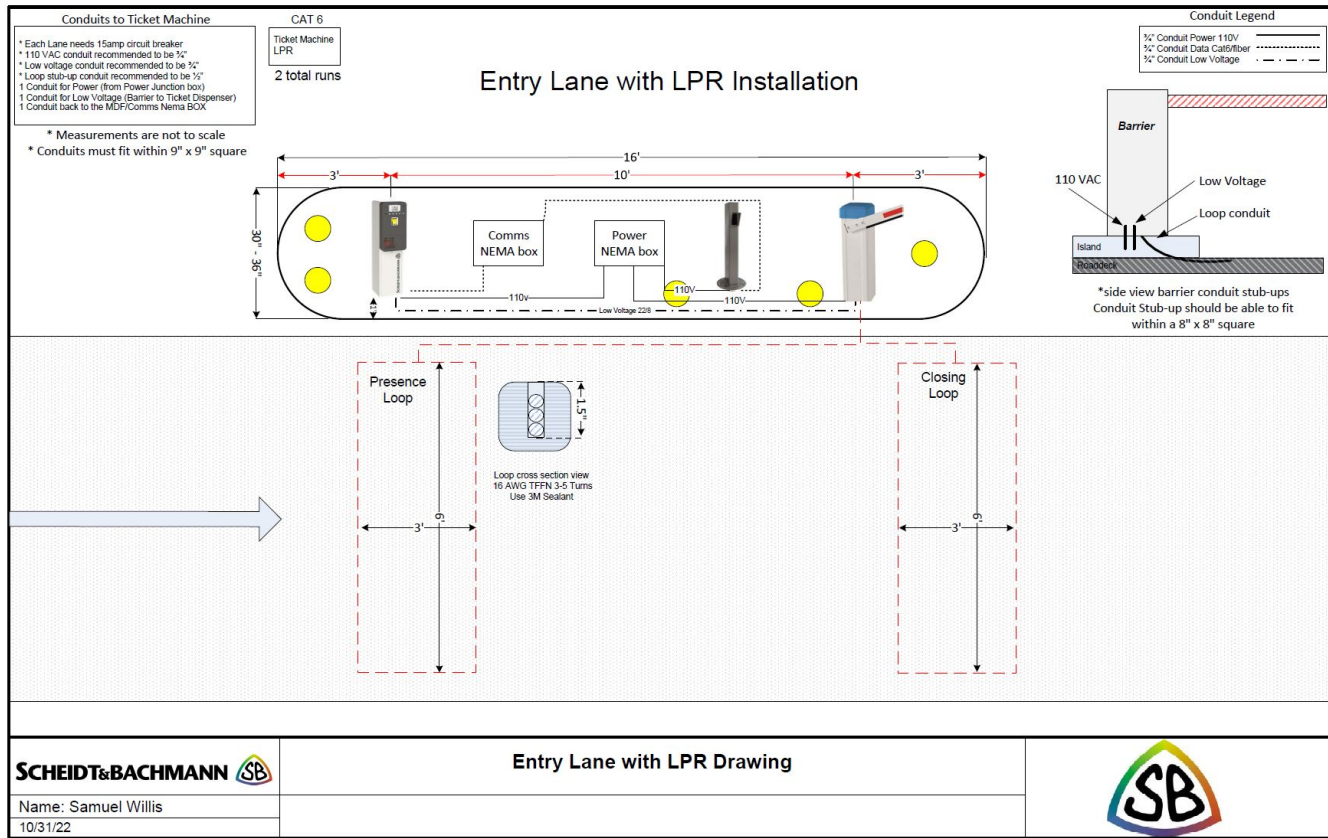
Frame Detail



Cloud Solution



/Lane Drawings & Infrastructure Requirements



Warranty Post Warranty Support & Training

Our Arizona office is home to some of S&B's most highly experienced employees in Airport implementations and solutions. . We have a full compliment of field service technicians, advanced technical support staff, a local project manager and national system trainer at your doorstep. ***S&B's factory trained experts will also train local parking staff to act as the first level of support.***

Remote live support will be available to local staff to assist through any issue. However, when required, S&B technicians will be dispatched quickly to solve most any problem. A full compliment of spare parts and components will be stored locally. Our Advanced Solutions Technical Group (ATSG) support team have over 100 years of PARCS experience in supporting third party interfaces and high level software demands supporting custom technology. We find that more than 65% of all service tickets are now handled remotely saving time of dispatching field technicians to arrive on site while saving travel hours

The proposed system includes active monitoring. This system monitoring tool continuously tracks the overall PARCS and third party system health. It provides notifications and alarms that can be routed to the appropriate party in the event of any system parameter starting to move outside of its operating

limits. Most of the times system incidents are captured way before they cause any malfunction.




In addition, Scheidt & Bachmann launched a new online service portal powered by ***Service Now***. This effective online tool allows S&B customers to easily submit and track all service requests on a centralized platform. The online S&B service features a "Live Chat" support tool allowing owners and operators the ability to directly communicate with an S&B in-house service technician in real time through the portal. S&B is dedicated to providing customers the best factory – direct service in the PARCS industry.

Scheidt & Bachmann will provide a comprehensive and custom training program to staff and management teams to prepare them with regards to operating the new parking system and devices. S&B's training covers daily operations, trouble shooting and handling of incidents that may arise. Scheidt & Bachmann has included a Three (3) Year Full Warranty. In addition, S&B is including four (4) Preventative Maintenance inspections per year for the 40 series entervo barcode solution.





Scheidt & Bachmann confirms that our comprehensive full service and maintenance contract agreement will suffice for complete and effective support for the Airport facility. It is competitively priced for the system needs of the Airport and any additional options added to the core PARCS system may easily be incorporated into the agreement.

Type of Maintenance Performed		
<input type="checkbox"/> Entry Lane w/LPR	<input type="checkbox"/> Encoding Station	<input type="checkbox"/> Pay-on-Foot Station
<input type="checkbox"/> Exit Lane w/LPR	<input type="checkbox"/> S&B Management Computer	<input type="checkbox"/> S&B Credit Card Server
<input type="checkbox"/> TagMaster/HID Lane	<input type="checkbox"/> ICP Computer	<input type="checkbox"/> S&B Database Server
<input type="checkbox"/> Pass-Through Lane	<input type="checkbox"/> Entry/Exit w/o LPR	<input type="checkbox"/> Transcore/Tagmaster

02

Location 	Device	Date	Technician 	Cycle 
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Work Performed: <u>QNX ENTRY/EXIT DEVICE</u> <input type="checkbox"/> Check SL20 Initialization Routine <input type="checkbox"/> Check SL20 Test Ticket Print and Values <input type="checkbox"/> Clean / Adjust Terminal <input type="checkbox"/> Remove and Clean / Adjust Printer <input type="checkbox"/> Clean / Adjust Feed-Cut Unit <input type="checkbox"/> Clean / Adjust Paper Switch <input type="checkbox"/> Remove / Clean Boards <input type="checkbox"/> Clean Internal Housing and Surfaces <input type="checkbox"/> Check All Wiring Connections <input type="checkbox"/> Check Housing for Damage <input type="checkbox"/> Verify File Integrity <input type="checkbox"/> Verify Unit Control Functionality <input type="checkbox"/> Verify Reader Functionality and Range <input type="checkbox"/> Check Open / Close Sign Operation <input type="checkbox"/> Check / Test UPS <input type="checkbox"/> Complete update <input type="checkbox"/> Verify Intercom Functionality <u>BARRIER GATE</u> <input type="checkbox"/> Check All Wiring Connections <input type="checkbox"/> Check Gate Arm Condition and Mounting <input type="checkbox"/> Check Springs and Rubber Stops <input type="checkbox"/> Clean Internal Housings and Surfaces <input type="checkbox"/> Check Housing for Damage <input type="checkbox"/> Check / Adjust Limit Switches <input type="checkbox"/> Check / Adjust Motor Cut-off <input type="checkbox"/> Check / Tighten housing mounting bolts <input type="checkbox"/> Check / Calibrate Gate Arm <u>LPR CAMERA</u> <input type="checkbox"/> Verify Camera Operation <input type="checkbox"/> Check Image Focus <input type="checkbox"/> Check Capture Timer <input type="checkbox"/> Check Image Rotation <input type="checkbox"/> Check Image Brightness <input type="checkbox"/> Check Camera Alignment <input type="checkbox"/> Clean Housing Lens <input type="checkbox"/> Check Light Alignment <input type="checkbox"/> Check Housing for Damage <input type="checkbox"/> Check/Tighten all LPR pole connections	<u>EXIT CASHIER STATION</u> <input type="checkbox"/> Check SL20 Initialization Routine/clean inside <input type="checkbox"/> Check SL20 Test Ticket Print and Values <input type="checkbox"/> Clean / Adjust Terminal <input type="checkbox"/> Remove and Clean / Adjust Printer <input type="checkbox"/> Clean / Adjust Feed Cut Unit <input type="checkbox"/> Clean / Adjust Paper Switch <input type="checkbox"/> Check USB Box/connections <input type="checkbox"/> Log Serial Numbers SL20 if applicable <input type="checkbox"/> Clean Monitor <input type="checkbox"/> Check All Wiring Connections <input type="checkbox"/> Check PSI Log Files <input type="checkbox"/> Clean Keyboard & Mouse <input type="checkbox"/> Verify Unit Control Functionality <input type="checkbox"/> Check/Clear Event Log <input type="checkbox"/> Empty Temp Folder <input type="checkbox"/> Check / Test UPS <input type="checkbox"/> Clean Fan Filters <input type="checkbox"/> Check CPU / Power Supply Fans <input type="checkbox"/> Verify Intercom Functionality <input type="checkbox"/> Verify Cancel Button Functionality <input type="checkbox"/> Clean Inside of Computer <input type="checkbox"/> Complete update <u>MANAGEMENT COMPUTER/SERVER</u> <input type="checkbox"/> Clean Fan Filters/ clean inside of computer <input type="checkbox"/> Check CPU / Power Supply Fans <input type="checkbox"/> Check Cabling and Connections <input type="checkbox"/> Empty Temp Folder <input type="checkbox"/> Remove Unused Files <input type="checkbox"/> Check Debugs and PMS Log Files for Errors <input type="checkbox"/> Clean Monitor, Keyboard, and Mouse <input type="checkbox"/> Check / Test UPS <input type="checkbox"/> Check hard drive and table space <u>TRANSCORE/TAGMASTER</u> <input type="checkbox"/> Ensure power at GFI, UPS, Surge Suppressor <input type="checkbox"/> Air Conditioner - Check for proper operation <input type="checkbox"/> Air Conditioner-Clean/Change filter as needed <input type="checkbox"/> Verify Reader Functionality <input type="checkbox"/> Verify VMS Messages/VMS time and date	<u>TRANSCORE/TAGMASTER</u> <input type="checkbox"/> Antennas -Visually inspect for damage <u>LPR ICP</u> <input type="checkbox"/> Verify Trigger Operation <input type="checkbox"/> Verify ICP - PAE Connection <input type="checkbox"/> Check / Test UPS <input type="checkbox"/> Empty Image Folder <input type="checkbox"/> Empty Temp Folder <input type="checkbox"/> Clean Inside of Computer <input type="checkbox"/> Check CPU / Power Supply Fans <input type="checkbox"/> Check Connections <input type="checkbox"/> View last 25 images in IRS <input type="checkbox"/> Check /Adjust Camera position using IRS <u>PAY-ON-FOOT</u> <input type="checkbox"/> Check SL20 Initialization Routine <input type="checkbox"/> Check SL20 Test Ticket Print and Values <input type="checkbox"/> Clean / Adjust Terminal <input type="checkbox"/> Remove and Clean / Adjust Printer <input type="checkbox"/> Clean / Adjust Feed-Cut Unit <input type="checkbox"/> Clean / Adjust Paper Switch <input type="checkbox"/> Remove / Clean Boards <input type="checkbox"/> Clean Internal Housing and Surfaces <input type="checkbox"/> Check All Wiring Connections <input type="checkbox"/> Check Housing for Damage <input type="checkbox"/> Verify File Integrity <input type="checkbox"/> Verify Unit Control Functionality <input type="checkbox"/> Check Cash Box Mechanism <input type="checkbox"/> Check / Adjust Bill Acceptor <input type="checkbox"/> Check / Adjust Bill Dispenser <input type="checkbox"/> Clean VGA Screen <input type="checkbox"/> Check / Test UPS <input type="checkbox"/> Complete Update
<u>Damage / Notes</u> 		

Equipment Type	Time Started	Time Finished	Total Time
			0:00
			0:00
			0:00
			0:00
			0:00

TOTAL TIME

Technician Signature _____

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Edward Schenk, Water Services Manager - Stormwater

Co-Submitter: Gary Miller

Date: 01/18/2023

Meeting Date: 01/31/2023



TITLE:

Consideration and Adoption of Ordinance No. 2023-03: An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Title 12, Floodplains, Chapter 12-02, Stormwater Management Utility, by amending Section 12-02-002-0003, Schedule of Stormwater Management Utility Service Charges and Fees; providing for repeal of conflicting ordinances, severability, penalties, authority for clerical corrections, and establishing an effective date

STAFF RECOMMENDED ACTION:

At the January 31, 2023 Council Meeting:

- 1) Continue the Public Hearing, opened on November 15, 2022
- 2) Read Ordinance No. 2023-03 by title only for the first time
- 3) City Clerk reads Ordinance No. 2023-03 by title only (if approved above)

At the February 7th, 2023 Council Meeting:

- 4) Continue the Public Hearing.
- 5) Close the Public Hearing.
- 6) Read Ordinance No. 2023-03 by title only for the final time.
- 7) City Clerk reads Ordinance No. 2023-03 by title only (if approved above)
- 8) Adopt Ordinance No. 2023-03

Executive Summary:

This meeting is an opportunity for the City Council to do the first read of Ordinance 2023-03 after the continuation of the public hearing for said Ordinance. The public hearing was originally opened on November 15th, 2022. This action adopts an ordinance increasing Stormwater service charges (rates). An equivalent rate unit (ERU) equals 1,500 square feet of impervious area on a property. Stormwater service charge increase is necessary to adequately fund pre-monsoon season flood preparation, flood response, operations, maintenance, and priority capital improvement projects.

Staff developed stormwater rate alternatives for Council to consider which included a staff-recommended option of increased capital projects through rates and grant funding, and other options including an option for rate funded Capital projects and an option of minimal Capital expenditures. These options are listed in the draft Ordinance as well as in the attached presentation.

Financial Impact:

The City is recognizing the need to establish appropriate stormwater rates that will allow for the Stormwater Fund to remain solvent following flood response and Capital Improvements from post-wildfire flooding as well as regular operations of the Stormwater Utility. An increase in stormwater rates is needed in order to meet future operating expenditures, provide funding for priority capital improvements and provide sound fiscal management to the Stormwater Fund.

Policy Impact:

Consideration of the level of funding for Stormwater operations, maintenance, and flood mitigation capital projects.

Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:

Priority Based Budgeting Priorities

- Sustainable, Innovative Infrastructure: Deliver outstanding services to residents through a healthy, well maintained infrastructure system
- High Performing Governance: Enhance the organization's fiscal stability & increase efficiency & effectiveness

Regional Plan:

- Goal WR.2.2 Maintain and develop facilities to provide reliable, safe and cost-effective stormwater services.

Carbon Neutrality Plan

- Community Resilience: Ensure all mitigation actions improve Flagstaff's ability to adapt to the future.
- Community Resilience: Strengthen existing community systems to create resilience to both short-term shocks and long-term change.

Has There Been Previous Council Decision on This:

On August 23, 2022, City Council adopted Resolution 2022-44, a Notice of Intent to increase Water Services rates or rate components, fees or service charges.

On October 25, 2022, during the Council work session staff presented results of the Stormwater Rate Adjustment Report and current scenarios for rate increases.

On November 15, 2022, during the Council work session, staff presented Ordinance 2022-32 with three scenarios for rate increases. The current scenarios are modifications of this November meeting with clarifications and changes as recommended by Council and the City Manager.

Options and Alternatives:

Alternatives are being considered to provide various levels of service to the community with the understanding of enhanced operations and maintenance due to recent flood events and new infrastructure.

- Adopt Ordinance No. 2023-03 as proposed.
- Amend and adopt Ordinance No. 2023-03 and direct staff to modify the capital improvement plan and drainage maintenance program.
- Do not adopt Ordinance No. 2023-03 and have staff delay/cancel capital improvement projects and reduce the drainage maintenance program. This action will greatly limit staff's ability to continue to address flood preparation, response, necessary maintenance, and provide necessary grant cash-match with the current (\$3.74/ERU) Stormwater rate.

Background/History:

The Stormwater Section was created in 2003 as a separate utility. The utility has undergone many changes since its inception with a drastic increase in expenses and level of service following the Museum Fire of 2019 and Pipeline Fire of 2022. The need for an increase in the rate is in relation to these fires, inflationary pressure, increased infrastructure maintenance needs, and continued flood response costs. This rate was evaluated by an outside consultant, Water Resources Economics, and was reviewed by Staff for appropriateness in terms of community level of service.

Key Considerations:

Current Stormwater rates are insufficient for continuing pre-monsoon season flood preparation or monsoon flood response. Current rates are insufficient for funding the Highway 180 at Schultz Creek culvert. The City has several basins to help mitigate flood levels in our community and are expected to collect sediment and debris from the fire burn areas. Current rates are insufficient for the large increases in maintenance costs that will be incurred from the construction of the Killip School Regional Detention Basins, Schultz Creek Basins, Francis Short Pond Basin and Park Way Basins.

Expanded Financial Considerations:

Current Stormwater rates are insufficient for continuing pre-monsoon season flood preparation or monsoon flood response.

Current rates are insufficient for funding the Highway 180 at Schultz Creek culvert.

Current rates are insufficient for the drastic increase in maintenance costs that will be incurred by the new Killip School Regional Detention Basins, Park Way Basins, and Schultz Creek Basins as well as existing basins (e.g. Frances Short Pond).

Community Benefits and Considerations:

Establishing a fiscally secure Stormwater Fund will provide for flood response and post-fire long term mitigations that will reduce repetitive funding. The Fund will continue to support the Rio de Flag Flood Control Project, FEMA regulatory compliance, and stormwater development review.

Community Involvement:

A public notice and the Stormwater Rate Adjustment report was made available to the public on September 16, 2022. A Stormwater page has also been created to provide additional information on the rate adjustment. Staff has reached out to the community for opportunities to provide a roadshow presentation to groups. Community forums were scheduled to allow for the public to attend in-person or virtually. This rate adjustment had several public meetings and previous Council discussion on October 25, 2022 and November, 15, 2023.

Attachments:

[Ord. 2023-03](#)

[Open Channel needs 2023](#)

[Presentation](#)

[DRAFT Stormwater strategic plan](#)

ORDINANCE NO. 2023-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 12, FLOODPLAINS, CHAPTER 12-02, STORMWATER MANAGEMENT UTILITY, BY AMENDING SECTION 12-02-002-003 SCHEDULE OF STORMWATER MANAGEMENT UTILITY SERVICE CHARGES AND FEES; PROVIDING FOR REPEAL OF CONFLICTING OF ORDINANCES, SEVERABILITY, PENALTIES, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, A.R.S. §§ 9-511, 9-511.01 et. seq. provide authority for municipalities to adjust stormwater utility service charges (rates), and fees; and

WHEREAS, the City has published a notice of intention in the local newspaper, published notice of proposed new or increased fees on its website and social media at least 60 days prior to approval, and held a public hearing all as provided for by law; and

WHEREAS, utility service charges and fees are established to charge the user of a specific service the cost of delivering the specific service; and

WHEREAS, the City of Flagstaff ("City") has found that it is necessary to update, adjust and increase stormwater service charges and fees in order to provide for the cost of projects necessitated by forest fires resulting in new stormwater flooding risks, as well as maintaining service levels and system capacity; and

WHEREAS, the City wishes to change language in the City Code, Title 12, Floodplains, Chapter 12-02, Stormwater Management Utility, to update the Stormwater Management Utility Service Charges and Fees Schedule; and

WHEREAS, the City has finds that the updates, adjustments and increases to the stormwater management service charges and fees are all just and reasonable.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

Title 12, Floodplains, of the Flagstaff City Code is hereby amended by amending the following section to read as follows (additions shown in red text, deletions shown as stricken):

12-02-002-0003 SCHEDULE OF STORMWATER MANAGEMENT UTILITY SERVICE CHARGES AND FEES

There is hereby adopted the following schedule of stormwater management utility service

charges and fees for the purpose of funding all or any portion of the City's Stormwater Management Utility Service programs.

- (a) **STORMWATER MANAGEMENT UTILITY SERVICE CHARGE.** Unless amended, adjusted, or repealed by City Council, a periodic stormwater management utility service charge is hereby imposed on any and every property, lot, or parcel of land in the City of Flagstaff, except as may be altered by an exemption, credit, offset or other adjustment to the service charge, in the following manner:

- 1) Detached single-family residential property, lots, or parcels of land shall be charged based on the ~~following tiered system (each tier represents the number of ERUs being charged):~~ **NUMBER OF EQUIVALENT RATE UNITS UP TO 10 EQUIVALENT RATE UNITS MULTIPLIED BY THE EFFECTIVE RATE.**

~~Effective July 1, 2019, the stormwater management utility service charge shall increase incrementally according to the following table:~~

Effective Date	Increase/Decrease Amount	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
July 1, 2019	\$1.48	\$3.74	\$7.48	\$11.22	\$14.96	\$18.70

- 2) All other properties, lots, or parcels of land not classified as detached single-family residential property, unless exempted pursuant to Section 12-02-002-0005, shall be charged ~~three dollars and seventy-four cents (\$3.74) per month for each~~ **BASED ON THE NUMBER** of equivalent rate units, or increment thereof, located on the property, lot, or parcel of land.

~~Effective July 1, 2019, all other properties, lots, or parcels of land not classified as detached single-family residential property shall be charged according to the following table for each equivalent rate unit, or increment thereof, located on the property, lot, or parcel of land:~~

Effective Date	Incremental Increase/Decrease	Total Rate per ERU
July 1, 2019	\$1.48	\$3.74

- 3) **EFFECTIVE APRIL 1, 2023, ALL OTHER PROPERTIES SHALL BE CHARGED MONTHLY ACCORDING TO THE FOLLOWING TABLE FOR EACH EQUIVALENT RATE UNIT LOCATED ON THE PROPERTY, LOT, OR PARCEL OF LAND:**

[Scenario 1:]

<u>EFFECTIVE DATE</u>	<u>INCREMENTAL INCREASE/DECREASE</u>	<u>TOTAL MONTHLY RATE PER ERU</u>
<u>APRIL 1, 2023</u>	<u>0.94</u>	<u>4.68</u>
<u>JANUARY 1, 2024</u>	<u>1.24</u>	<u>5.84</u>

<u>EFFECTIVE DATE</u>	<u>INCREMENTAL INCREASE/DECREASE</u>	<u>TOTAL MONTHLY RATE PER ERU</u>
<u>JANUARY 1, 2025</u>	<u>0.24</u>	<u>6.08</u>
<u>JANUARY 1, 2026</u>	<u>0.24</u>	<u>6.32</u>
<u>JANUARY 1, 2027</u>	<u>0.25</u>	<u>6.57</u>
<u>JANUARY 1, 2028</u>	<u>0.27</u>	<u>6.84</u>

[Scenario 2:]

<u>EFFECTIVE DATE</u>	<u>INCREMENTAL INCREASE/DECREASE</u>	<u>TOTAL MONTHLY RATE PER ERU</u>
<u>APRIL 1, 2023</u>	<u>0.94</u>	<u>4.68</u>
<u>JANUARY 1, 2024</u>	<u>1.24</u>	<u>5.84</u>
<u>JANUARY 1, 2025</u>	<u>0.59</u>	<u>6.43</u>
<u>JANUARY 1, 2026</u>	<u>0.64</u>	<u>7.07</u>
<u>JANUARY 1, 2027</u>	<u>0.71</u>	<u>7.78</u>
<u>JANUARY 1, 2028</u>	<u>0.27</u>	<u>8.05</u>

[Scenario 3:]

<u>EFFECTIVE DATE</u>	<u>INCREMENTAL INCREASE/DECREASE</u>	<u>TOTAL MONTHLY RATE PER ERU</u>
<u>APRIL 1, 2023</u>	<u>1.12</u>	<u>4.86</u>
<u>JANUARY 1, 2024</u>	<u>1.46</u>	<u>6.32</u>
<u>JANUARY 1, 2025</u>	<u>1.26</u>	<u>7.58</u>
<u>JANUARY 1, 2026</u>	<u>0.76</u>	<u>8.34</u>
<u>JANUARY 1, 2027</u>	<u>0.30</u>	<u>8.64</u>
<u>JANUARY 1, 2028</u>	<u>0.30</u>	<u>8.94</u>

- (b) SPECIAL STORMWATER SERVICE FEES. Unless amended, adjusted, or repealed by a City Council, the following special stormwater service fees shall be applied for the following services in the amount(s) defined:

1) Grading, Drainage, Paving Plan and SWPPP review	\$225 per sheet for a first and second review
	\$225 per sheet for all reviews thereafter
2) Grading and Drainage Field Inspection-sites less than 5 acres	\$60 per inspection
3) Grading and Drainage Field	\$120 per inspection

Inspection-sites larger than 5 acres	
4) SWPPP Inspection-sites less than 5 acres	\$60 per inspection
5) SWPPP Inspection-sites larger than 5 acres	\$120 per inspection
6) Annual Inspection of Structural Control	\$60 per inspection
7) Drainage Report Review	\$200 for first review
	\$100 for each review thereafter
8) Flood Hazard Information Letter	\$30 per letter
9) Floodplain Use Permit	\$45 per permit
10) Floodplain Study for FEMA Map Revision	\$2,500 per Technical Data Notebook

SECTION 2. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 3. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 4. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 5. Penalties

Any person convicted of a violation of this ordinance is guilty of a misdemeanor and shall be fined a sum not to exceed two thousand five hundred dollars (\$2,500.00) and may be sentenced to confinement in jail for a period not to exceed ninety (90) days for any one offense, all in accordance with the Flagstaff City Code Chapter 1-04. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

SECTION 6. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 7th day of February, 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Flagstaff Open Channel Maintenance Needs Report

Flagstaff Water Services – Stormwater Program



December 2022



Cover photos: Top: West Wash dredging summer 2021. Middle: Rio de Flag dredge downstream of Beal Dr. daylighting a mostly buried storm water pipe, spring 2021. Bottom: Lower Spruce Wash channel dredging after post-fire flooding.

This report is intended to provide the reader with an overview of routine and non-routine open channel, detention basin, and green infrastructure maintenance needs. The purpose is to illustrate the equipment, labor, and material needs required to provide an adequate level of service as defined by the FEMA Community Rating Service criteria for municipal stormwater maintenance.



Schultz Creek detention basins in construction, 9/30/2022.

December 2022

Edward R. Schenk R.G. C.F.M. – Stormwater Manager

Sam Beckett – Streets and Facilities Management Section Director

Patrick O'Connor – Water Services Operations Section Director

Summary:

The City of Flagstaff Water Services – Stormwater Section is in charge of maintaining 24.8 miles of major urban stream and wash channels as well as 112 natural streams, minor ditches, swales, and small washes, 15 green infrastructure facilities, and 8 regional detention facilities. Funding for the program comes from the Stormwater Utility Fee and the program is justified by both city code and the Federal Emergency Management Agency (FEMA) National Flood Insurance Policy Community Rating System section 540 credit. Post-wildfire sediment and flood flows have dramatically increased the burden on this program, long-term impacts to the operations and maintenance of the program is still being assessed.

Introduction

The city of Flagstaff resides largely within the Rio de Flag watershed. The watershed, and Flagstaff, is situated on the southern edge of the San Francisco Peaks (Mount Humphreys, Agassiz, and Fremont). The Rio de Flag is part of the larger Little Colorado River watershed and lies on the edge of a minor water divide with the Verde River watershed to the west and the Little Colorado River watershed to the north. The Rio de Flag is an ephemeral stream, meaning that it flows only during parts of the year. Wildfire impacts from the 2019 Museum Fire and 2022 Pipeline Fire have included a 20x increase in flood peak flows and a several time increase in volumetric flood flows. The sediment and debris from the disturbed watersheds is also several times higher than pre-disturbance fluxes to the municipal stormwater system.

Open channel maintenance within the city is managed by the Stormwater Section for publicly owned parcels and for drainage easements. Landowners are responsible for maintaining stream reaches within their property parcels. The city Public Works Division assists Stormwater with some larger dredging and cleaning operations as does the Water Services Operations Section. The program currently includes 24.8 miles of major channels that are reported to FEMA for CRS 540 credit (Figure 1). Another 112 miles of natural channels, minor ditches, depressions, and swales are also maintained but on a reactive basis (Figure 2). Previous year maintenance activities are available on the Stormwater website or through the Stormwater Section directly.

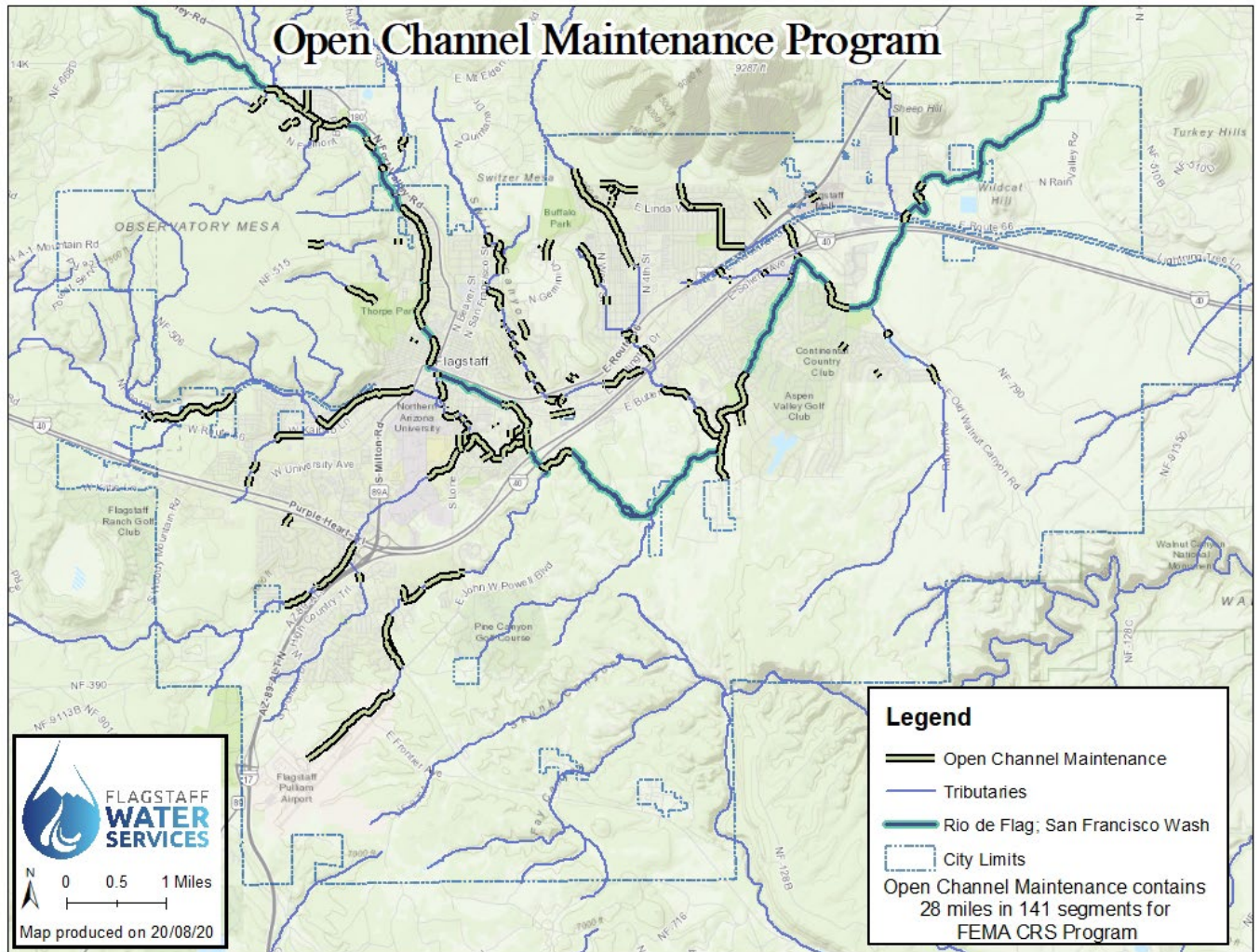


Figure 1. Major channel reaches maintained by the city and reported to FEMA for CRS credit.

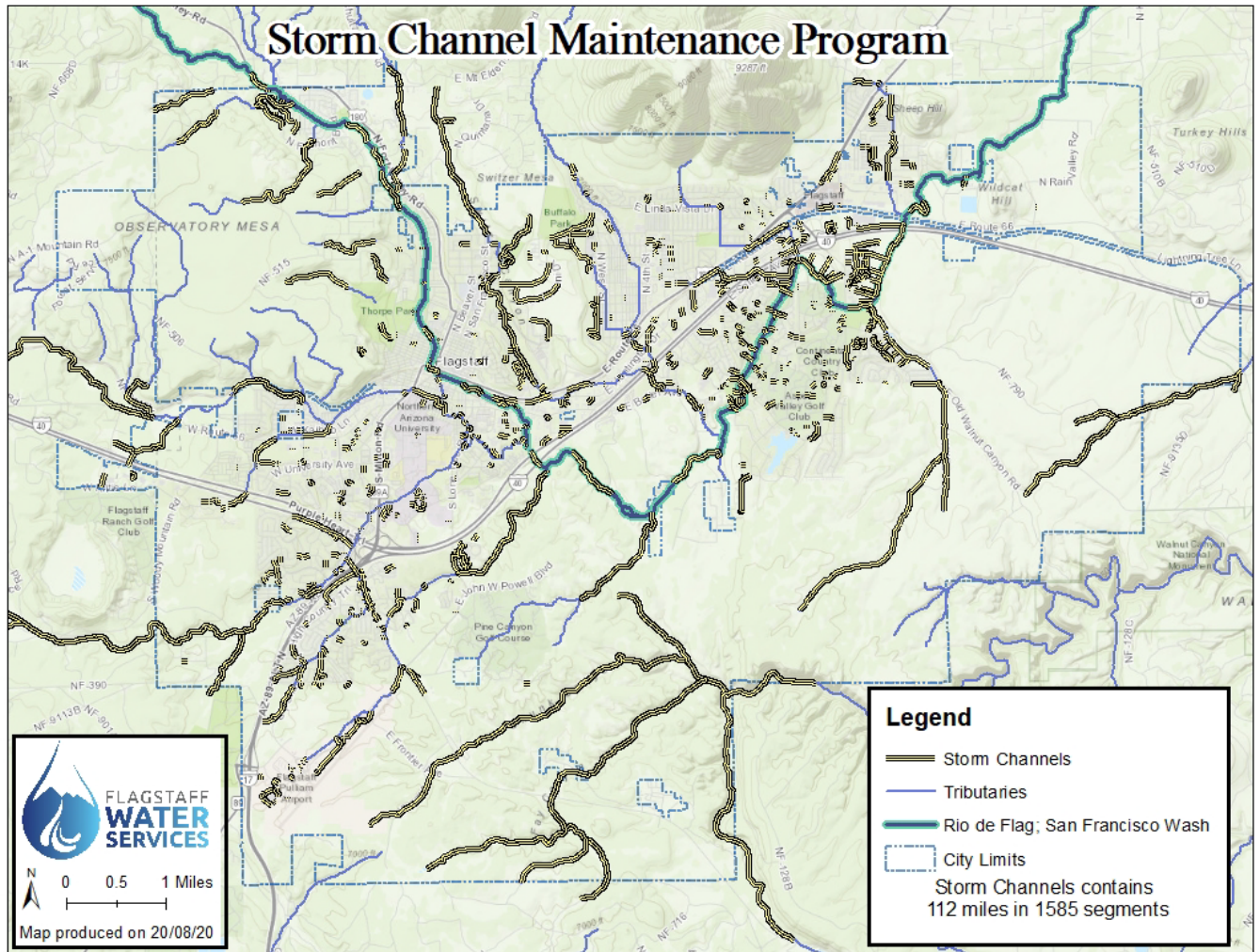


Figure 2. Natural channels, minor ditches, depressions, and swales maintained based on drainage complaints.

General scope of work

Vegetation removal – removal of trees to provide drainage in natural channels.

Trash and debris removal

Flood response – sediment and debris removal from neighborhoods and conveyances post-flood.

General channel clearing, dredging, erosion control – regular maintenance to reduce sediment.

Detention basin maintenance – regular maintenance to provide capacity and function.

Green infrastructure maintenance – regular maintenance to provide capacity and function.

Inventory

Miles of FEMA recognized City maintained channel: 24.8

120 miles of ditches, swales, other open channels not in FEMA

2928 catch basins

11 miles of road culverts

Over 4100 storm pipe segments (64 miles of storm pipe)

15 City owned green infrastructure low impact development (LID) facilities

8 regional detention facilities (several dozen minor detention basins not listed)

Regional detention basin inventory

Name	Year built	Capacity (ac-ft)
Frances Short Pond	1923	13
Cheshire Dam reservoir	1955	6.5
Clay Ave Wash Detention Facility	2009	192
Killip School Regional Basins	2022	10
Schultz Creek Regional Basins	2022	56
Park Way Sediment Basins	2023*	4
Spruce Wedge Regional Detention	2024*	13
Shadow Mountain Basin	2025*	10

* in-design, anticipated build year

** Table does not include 15 green infrastructure (LID) basins

Current inventory does not account for several miles of new tunnels and infrastructure slated for development as part of the Rio de Flag Flood Control Project. This project spans the downtown, Plaza Viejo, and Southside neighborhoods.

Current Equipment, Labor, and Materials

Current staffing is at 2 full time operators with 4 project managers and a program manager. Staff from other sections and divisions assist during flood response periods and large maintenance projects.

Equipment currently includes two 12-yard combination trucks, an electric mini-dozer, a CAT 307 mini excavator, and part-time use of Water Services Operations and Public Works dump trucks, loaders, backhoes, and other equipment.

Staffing and equipment levels are currently insufficient for the amount of infrastructure and flood events since the 2019 wildfire. Level of service is being maintained through substantial short term investment in contracting resources to meet the needs of the community.

Summary of 2021 open channel maintenance activities

In calendar year 2021 a total of 139 channel assessments were completed by Stormwater staff with 53 closed work orders at a contractor cost of \$171,767 (staff time and city equipment is not tabulated). Total cost to the City was over \$500,000 for landfill tipping fees for sediment and debris removal. This was an increase in both work orders closed (28 in CY20) and total cost (\$546,301 in CY20) from the 2020 calendar year.

The majority of work orders completed in 2021 was removal of woody vegetation that can block the channel during flood flow. While few in number the dredging and erosion control work orders were the most expensive tasks to complete during the year and took the most amount of time and specialized equipment. A total of 11.9 miles of stream was cleaned in 2021, slightly less than half of the FEMA recognized channel lengths and approximately 10% of the non-Federally recognized open channel segments.

Maintenance examples from 2021

Summer monsoons were the 14th strongest on record (measured at Pulliam Airport). Four flood events occurred in Spruce Wash due to the post-fire Museum Fire condition. Another two floods were recorded in Shadow Mountain from un-named drainages of South Mountain Elden. A large flood also occurred on Fanning Wash, also drained by South Mount Elden. Localized flooding occurred in University Heights from a 2% recurrence interval storm and in the Cheshire neighborhood from a localized micro-burst in a tributary of the Rio de Flag.



Figure 3. Spruce Wash flood response in the Sunnyside neighborhood, July 2021.



Figure 4. Fanning Wash channel completely buried following 2021 flooding (upstream of Steve's Blvd). Pre-repair photo.



Figure 5. Repaired Fanning Wash channel upstream of Steve's Blvd following flooding, note new rock lined channel and the removal of debris on the right flood terrace.



Figure 6. West Wash dredging by Water Sewer Collections crew near Izabel and Colanthe Streets.

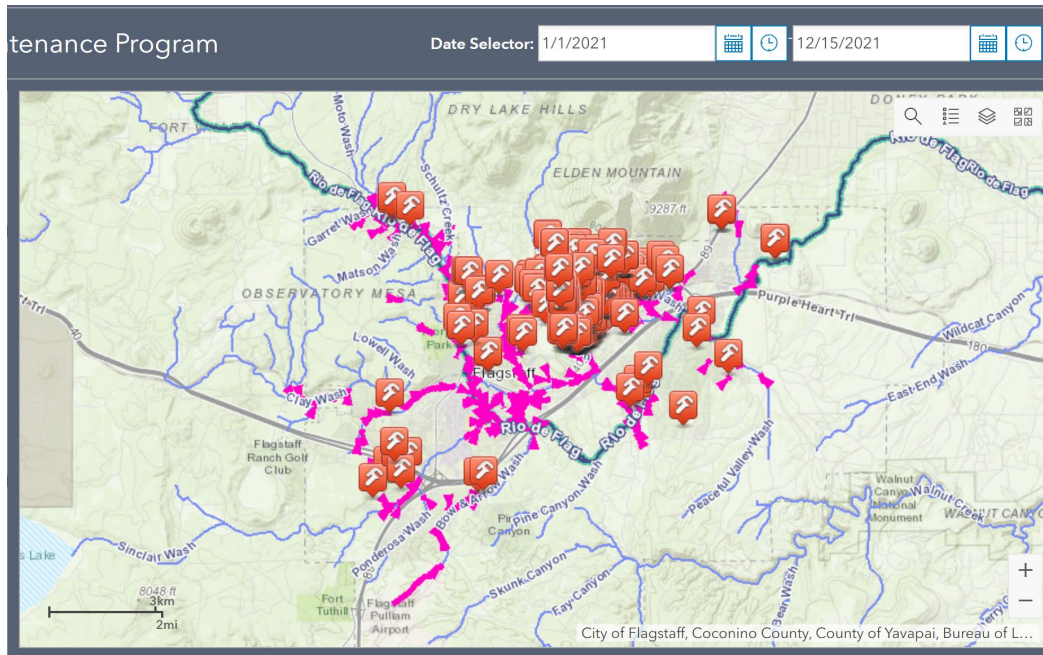


Figure 7. Stormwater internal work orders in calendar year 2021. There were 861 work orders, the majority of which were cleaning catch basins in flood areas. The map shows most of the work was completed in the Sunnyside neighborhood related to flood cleanup. Some neighborhoods had little attention due to prioritizing staff and equipment in the hardest hit flood areas.

Equipment and Staffing Needs Plan

An equipment and staffing needs plan was created in coordination between the Water Services Division and Public Works Division. The following table is the current staffing and equipment needs for Stormwater maintenance as of Fall of 2022. Equipment that may be eligible for external funding through the Arizona Department of Forest and Fire Management (DFFM) fund for post-wildfire flood response is noted. Funding for this equipment is not guaranteed.

Works Assignment & Special Instructions	Resources	10-Wheel Dump Trucks	20Ton Flatbed Trailer	Mini Excavator	Crew Cab 1 Ton (crane boom) Utility Pick-up	Supervisors 3/4 Ton Utility Pick-up	Front-end Loader (938/ 4yrd or larger)	Motor Grader or Mini Dozer (D5) with Grade control	Storm Water Operators	Storm Water Operations Supervisor	Backhoe 420F	Tracked Skid Steerer	Mini Electric Dozer	Combo Vac Truck	Grad-all
Funding Options These trucks are critical for the removal of sediment and debris removal from the community and of all the sediment basins now maintained by the city. Outside of response these will be used for general Equipment will be key to the success of the Storm Water Maintenance group, even more so is the ability to move the equipment. This trailer can be used for sandbag transportation as well. Having mini Excator for debris removal in channels and sediment basins is a must. Without this it will make clean out a extremely difficult. As the Storm Water Maintenance crew build they will need a way to move staff and equipment to job sites in addition to supporting post wildfire emergency response. This vehicle is critical for the new storm water supervisor, as a filed supervisor this is required they have an assigned vehicle for emergency call out/ response, and daily field supervision To successfully clean out detention basins with hundreds of thousand of cubic yard of material, from-end loaders will be required. These will be critical for many normal open channel maintenance One of the more import and critical pieces of detention maintenance is ensuring the all the engineered grade control points are reset. If the grade control point are not reset this could be Staffing is critical and will be required if we (the city) would like to offer the multi-million quotes for the one time clean out of detention basins. Storm A crew without a direct field operation supervisor will always struggle. This new group will need a full-time supervisor to support and convey mission A backhoe is a necessary part of the Stormwater maintenance program as it provides a tool for General clearing, grubbing, and sediment transport A tracked skid steerer is integral for open channel maintenance and small clearing operations This equipment will be needed for open channel maintenance in particularly in box culvert maintenance. This equipment combo truck has been critical to storm waters underground and open channel maintenance. This equipment is needed for dredging of "V" type ditches and for long-reach applications from roadways.	Required	4													
	Have	0													
	Need	4													
	Required		1												
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Stormwater Rate Adoption and Public Hearing

January 31, 2023





Agenda



Overview

- Stormwater Program Overview
- Financial Planning
- Rate Study Journey
- New Baseline O&M Needs
- Capital Plan Scenarios & Financial Plan
- Impact Summary of Scenarios
- Outreach



Stormwater Program Overview

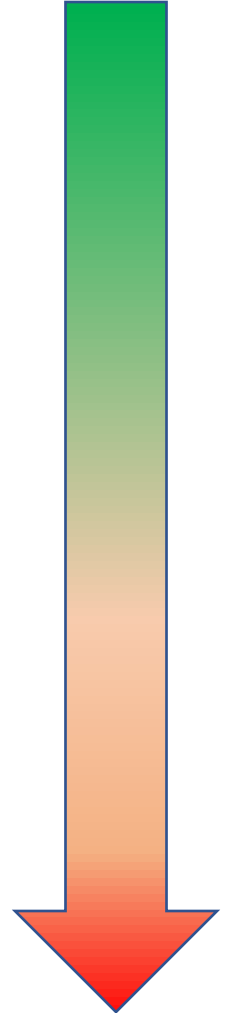




Utility Structure –Flagstaff is complex

- Water quality (NPDES, MS4, etc)
- Outreach and education
- Drainage development review
- Construction inspections (SWPP, erosion control plans, BMPs)
- Master planning and technical assistance
- Capital Improvements
- FEMA floodplain management
- “Green” infrastructure programs (LID)
- Stormwater maintenance
- Asset management, inventory, life cycle planning, GIS
- Climate change planning and management
- Rain and stream gauging (flood alert infrastructure)
- Floodproofing, property purchases, direct assistance
- Regional studies
- Regional flood management (including post-fire)
- Regional watershed management (forest thinning, water supply management, Natural Beneficial Floodplains)

Core services



[illegible]



Stormwater Rates

Rate Basis – ERU

Stormwater Rates are based on Equivalent Rate Units (ERUs)

- 1 ERU is equal to 1,500 square foot of impervious area
- Residential properties have a maximum of 5 ERUs
 - Average Residential property for the City of Flagstaff has 3 ERUs
- Commercial properties do not have a maximum ERU
- Impervious surfaces are reviewed every three to five years for ERU adjustments. The City is completing a review based on 2021 ortho-imagery. Anticipated to be implemented in 2023-2024.



Stormwater Program Accounts

Summary of Accounts

Customer Class Billed ERU Summary

Customer Type	Billed ERU's	# of Billed Locations	By Location Average	Median ERU's Billed
Commercial (C)	48,748	1,440	33.85	17.00
Residential (R1-R4)	50,517	18,651	2.71	2.00
Total	99,265	20,091	4.94	

Customer Stormwater Credit Summary

Commercial	# of Accounts		Residential	# of Accounts
Stormwater - 10%	2		Stormwater - 10%	62
Stormwater - 19.5%	5		Stormwater - 19.5%	348
Stormwater - 20%	1		Stormwater - 29.25%	12
Stormwater - 22%	1		Stormwater - 9%	4
Stormwater - 68%	1			
Stormwater - 9%	3			



Stormwater Rates

Current Rates

- Limited Capital Funding
 - \$600K annually
- Limited Operations Budget
 - Large increase to Operations Needs
 - Temporary Flood Mitigation
 - Flood Response
 - Currently Unfunded
- **Unsustainable Budget**





Stormwater CIP History

RDF Project*

Design fees*

Butler Tunnel*

Clay Ave. Detention Basin*

Thorpe Bridge*

City Owned LID Basins (15 total)

Solier Low Water (design)

Columbia Circle (design)

Linda Vista Culvert upsizing

Phoenix Ave. Bridge

Paradise Channel widening

Dortha culvert and channel

Schultz Creek Basins

FUTS low water crossing at Rt. 66

Killip School Basins

Zuni Drive drainage*

Fanning Wash near Thomas School*

Penstock Wash repairs at Smokerise

E Route 66 culvert replacement*

Robust spot improvement program (~ 20 small repairs)



*Some projects only partly funded by Stormwater

Annual Capital Funding History

2005: Initiated at <\$200,000

2006-2015: \$150,000 - \$500,000

2016: \$600,000



2022: Spruce Wash at Dortha Ave.



HOTEL
MONTE VISIT

Financial Planning



Financial Planning 101



A sustainable financial plan should have rates that are:

1. Sufficient to cover operating costs
2. Sufficient to cover debt service obligation/ coverage ratio requirements (1.20)
 - Debt service is calculated based on total revenues and expenses from water, wastewater and stormwater
 - Ideally each fund should be self-sufficient
3. Generate sufficient funds to meet reserve targets
 - 25% of Revenue
 - Emergency CIP Fund - \$300K in 2023 to \$2M in 2027





Financial Plan Before Fire

	2023	2024	2025	2026	2027	2028
Cash Position Opening Balance	\$ 13,010,222	\$ 5,693,643	\$ 5,695,020	\$ 4,226,734	\$ 4,001,438	\$ 4,488,973
Revenues						
Sale of Storm Service	\$ 4,409,705	\$ 4,453,802	\$ 4,498,340	\$ 4,543,323	\$ 4,588,757	\$ 4,634,644
Other Operating Revenue	\$ 938	\$ 961	\$ 985	\$ 1,010	\$ 1,035	\$ 1,061
Non-Operating Revenue	\$ 29,232	\$ 29,963	\$ 30,712	\$ 31,480	\$ 32,267	\$ 33,074
Interest on Fund Balance	\$ 185,187	\$ 112,759	\$ 98,235	\$ 81,467	\$ 84,063	\$ 89,763
Total Revenues	\$ 4,625,062	\$ 4,597,485	\$ 4,628,272	\$ 4,657,280	\$ 4,706,122	\$ 4,758,542
Operating Expenses	\$ 1,826,108	\$ 1,451,963	\$ 1,527,413	\$ 1,556,356	\$ 1,640,284	\$ 1,631,785
Current Debt Service	\$ 623,894	\$ 816,213	\$ 800,679	\$ 785,602	\$ 769,956	\$ 753,732
Proposed Debt Service	\$ -	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807
Total Operating and Debt Service	\$ 2,450,002	\$ 3,524,983	\$ 3,584,899	\$ 3,598,765	\$ 3,667,047	\$ 3,642,324
Net Revenues	\$ 2,175,060	\$ 1,072,502	\$ 1,043,373	\$ 1,058,515	\$ 1,039,075	\$ 1,116,218
Capital Expenditure	\$ 10,991,639	\$ 18,116,125	\$ 4,231,598	\$ 2,310,861	\$ 2,474,476	\$ 1,028,100
Borrowed Funds	\$ -	\$ 16,000,000	\$ -	\$ -	\$ -	\$ -
Grants	\$ 1,500,000	\$ 1,045,000	\$ 1,719,939	\$ 1,027,050	\$ 1,922,936	\$ -
Cash	\$ 9,491,639	\$ 1,071,125	\$ 2,511,659	\$ 1,283,811	\$ 551,540	\$ 1,028,100
Net Income	\$ (7,316,579)	\$ 1,377	\$ (1,468,286)	\$ (225,296)	\$ 487,535	\$ 88,118
Ending Balance	\$ 5,693,643	\$ 5,695,020	\$ 4,226,734	\$ 4,001,438	\$ 4,488,973	\$ 4,577,091
Reserve Target	\$ 1,402,426	\$ 2,113,451	\$ 2,124,585	\$ 2,135,831	\$ 3,147,189	\$ 3,158,661
Coverage Ratio	4.49	1.52	1.51	1.52	1.51	1.56



Capital Needs Before Fire

Largely driven by prior master planning (NEAMDS), known deficiencies, and resident/business complaints.

Outstanding CIP prior to fire:

- Steve's Wash at Soliere (business complaint)
- Columbia Circle (resident complaint, improper drainage)
- Wildwood Hills
- Fanning Wash (numerous projects, mostly NEAMDS driven)
- Numerous neighborhood drainage improvements (NEAMDS)

Fire, and changes in weather patterns, has really impacted the paradigm

2021-2022 Flood Impact on Stormwater Fund

Awaiting final details from Finance, will update prior to the 31st meeting



Rate Study Journey

Review of Rate Options





GO Bonds Pass

Voters Approved Proposition 441

- \$26 million in General Obligation Bonds for Stormwater
- Addressing high-risk of Post-Wildfire flooding within the Spruce Wash including channel improvements from Paradise to the Killip Retention Basin
- GO Bond Projects not included in this capital-revenue plan





Stormwater Rate Assessment

Purpose of Rate Adjustment

- Increased fire and flood events over the past few years have made current infrastructure insufficient
- Increased fire and flood events have increased demand on operations – staffing and equipment
- Increased Mitigation costs in new flood areas, such as Spruce Wash and Schultz Creeks
- Construct some deferred Capital Improvement Projects
- Meet inflationary cost reality for construction projects.
- Completing critical capital projects reduces flood response - operations costs

Rate Adoption Journey



Stormwater Rate Adjustment- Notice of Intent

Council Presentation: August 23, 2022



- August 23 Notice of Intent
- September 15 Discussion
 - Two Scenarios – based on Bond Measure Adoption
- October 25 Discussion and Public Hearing
 - Three Scenarios- Minimal CIP, Early versus Steady Increases, Grant projects
- November 15 Public Hearing
 - Three Scenarios- Early versus Steady Increases, Minimal CIP
- **January 31 Extended Public Hearing**
 - Three Scenarios – Cut CIP Projects, added future grants

Bulk of Rate Increase is O&M Needs





Operating Position with Increased O&M

	2023	2024	2025	2026	2027	2028
Revenues						
Current Revenue	\$ 4,409,705	\$ 4,453,802	\$ 4,498,340	\$ 4,543,323	\$ 4,588,757	\$ 4,634,644
Proposed Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Revenue	\$ 938	\$ 961	\$ 985	\$ 1,010	\$ 1,035	\$ 1,061
Non-Operating Revenue	\$ 29,232	\$ 29,963	\$ 30,712	\$ 31,480	\$ 32,267	\$ 33,074
Total Revenue	\$ 4,439,875	\$ 4,484,726	\$ 4,530,037	\$ 4,575,813	\$ 4,622,059	\$ 4,668,779
Operating Expenses						
Operating Expenses	\$ 2,001,108	\$ 4,288,668	\$ 4,391,050	\$ 4,497,229	\$ 4,560,226	\$ 3,781,159
Current Debt Service	\$ 623,894	\$ 816,213	\$ 800,679	\$ 785,602	\$ 769,956	\$ 753,732
Proposed Debt Service	\$ -	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807
Total O&M with Debt Service	\$ 2,625,002	\$ 6,361,688	\$ 6,448,536	\$ 6,539,638	\$ 6,586,989	\$ 5,791,698
Net Operating Position	\$ 1,814,873	\$ (1,876,962)	\$ (1,918,499)	\$ (1,963,825)	\$ (1,964,931)	\$ (1,122,919)



Baseline Operational Needs: Two-Year Increase to Meet O&M Needs

Increase	25%	25%	0%	0%	0%	0%
	April	Jan	Jan	Jan	Jan	Jan
	2023	2024	2025	2026	2027	2028
Revenues						
Current Revenue	\$ 4,409,705	\$ 4,453,802	\$ 4,498,340	\$ 4,543,323	\$ 4,588,757	\$ 4,634,644
Proposed Increase	\$ 275,607	\$ 1,809,357	\$ 2,530,316	\$ 2,555,619	\$ 2,581,176	\$ 2,733,716
Other Operating Revenue	\$ 938	\$ 961	\$ 985	\$ 1,010	\$ 1,035	\$ 1,061
Non-Operating Revenue	\$ 29,232	\$ 29,963	\$ 30,712	\$ 31,480	\$ 32,267	\$ 33,074
Total Revenue	\$ 4,715,482	\$ 6,294,083	\$ 7,060,353	\$ 7,131,433	\$ 7,203,234	\$ 7,402,495
Operating Expenses	\$ 2,001,108	\$ 4,288,668	\$ 4,391,050	\$ 4,497,229	\$ 4,560,226	\$ 3,781,159
Current Debt Service	\$ 623,894	\$ 816,213	\$ 800,679	\$ 785,602	\$ 769,956	\$ 753,732
Proposed Debt Service	\$ -	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807	\$ 1,256,807
Total O&M with Debt Service	\$ 2,625,002	\$ 6,361,688	\$ 6,448,536	\$ 6,539,638	\$ 6,586,989	\$ 5,791,698
Net Operating Position	\$ 2,090,480	\$ (67,605)	\$ 611,818	\$ 591,795	\$ 616,245	\$ 1,610,797



Stormwater Maintenance

- Currently 2 FTE operators and one part-time supervisor
 - 24 miles of FEMA recognized channel,
 - >100 miles of ditches,
 - >60 miles of storm pipe
 - 15 City owned LID facilities
- Additional needs:
 - Pre-season flood mitigation
 - Flood response (>\$1M in both 2021 and 2022)
 - Detention Basin maintenance (Schultz, Killip School, Frances Short Pond, and Park Way regional flood mitigation basins)
 - Expectation of a full-time supervisor and 2 to 6 additional FTE operators plus equipment





Maintenance example - Copeland

Copeland Detention Basins when completed in 2015



Copeland Basins with four feet of sediment under removal in August 2022

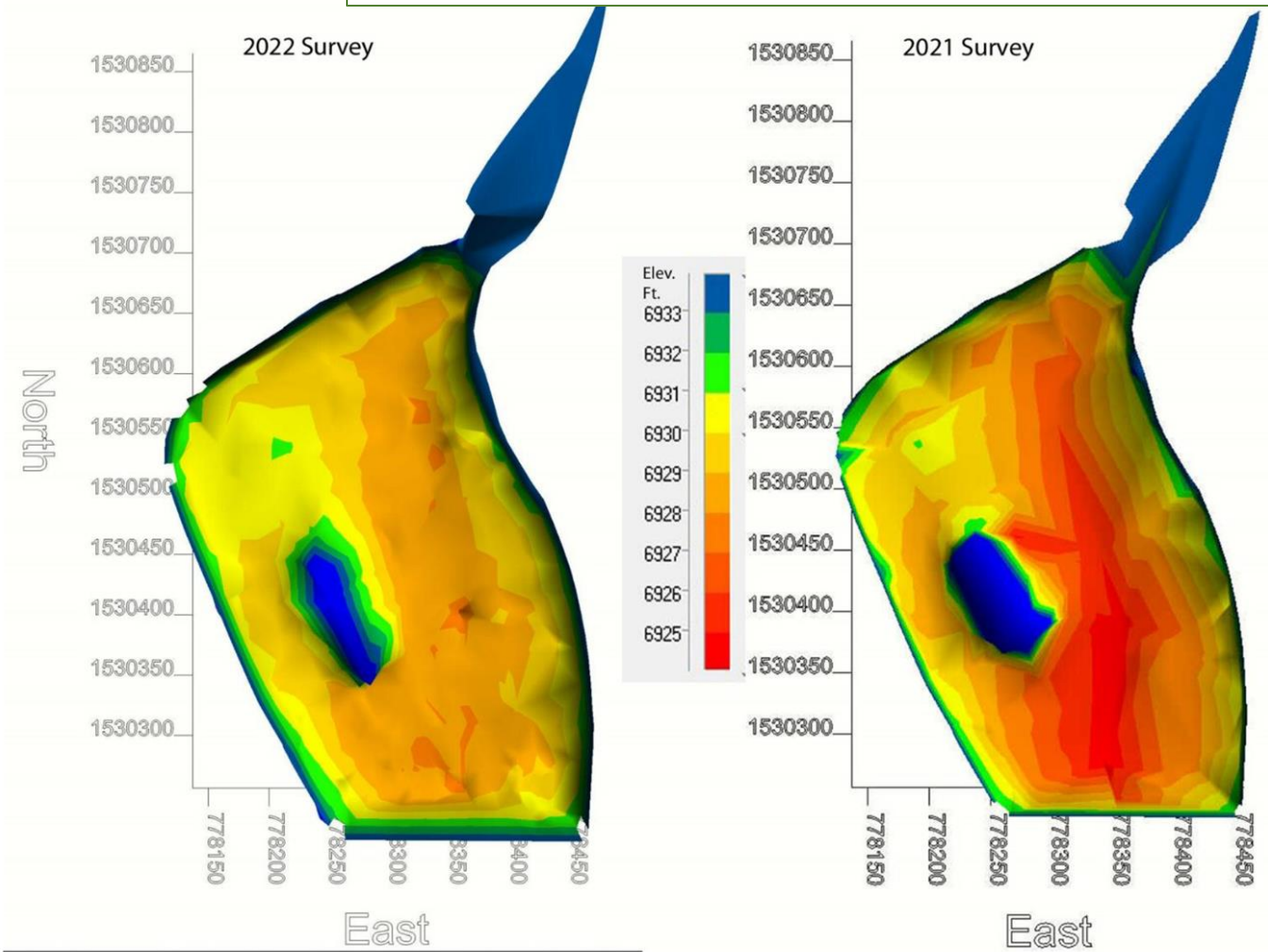




Maintenance example - Frances Short Pond



Over 5 feet of sediment in 2022; 33,000 cubic yards



Please avoid the Frances Short Pond area
Restoration in progress



Frances Short Dredging & Restoration Project

The City of Flagstaff is dredging Frances Short Pond to remove ash & debris from post-wildfire flooding that has settled to the bottom of the pond.

Dredging increases the capacity of the pond for any future post-wildfire flooding & allows a healthy pond ecosystem to develop.



CITY OF FLAGSTAFF

What's going on here?
We are removing ash from the pond to create a healthier environment for plants and wildlife.





Operating Position Needs

Takeaways

- Operating cost increase has crowded out CIP
- At minimum, a 25% increase is needed in each of the next two years just to meet operating costs
- Additional increases will be required to fund CIP



Scenario 1 (minimal CIP)	Scenario 2 (capital with grants)	Scenario 3 (capital with rates)
Rio de Flag Flood Control Project	Rio de Flag Flood Control Project	Rio de Flag Flood Control Project
Downtown Mile	Downtown Mile	Downtown Mile
Killip Detention Basin	Killip Detention Basin	Killip Detention Basin
Schultz Creek-Highway 180 Culvert Improvements	Schultz Creek-Highway 180 Culvert Improvements	Schultz Creek-Highway 180 Culvert Improvements
Side Drain Lateral North Downtown	Side Drain Lateral North Downtown	Side Drain Lateral North Downtown
Spruce Wash Resiliency - 4th and Butler	Spruce Wash Resiliency - 4th and Butler	Spruce Wash Resiliency - 4th and Butler
Killip Inlet	Killip Inlet	Killip Inlet
Spot Improvements	Spot Improvements	Spot Improvements
Wildwood Drainage Project	Wildwood Drainage Project	Wildwood Drainage Project
Spruce Avenue Wash Dortha Inlet	Spruce Avenue Wash Dortha Inlet	Spruce Avenue Wash Dortha Inlet
	Columbia Circle	Columbia Circle
These projects in red will be funded by debt in capital plan	Steves Wash at Soliere Ave (Soliere Project)	Steves Wash at Soliere Ave (Soliere Project)
	Fanning Drive Wash at Route 66	Fanning Drive Wash at Route 66
These projects in yellow are existing projects with grant funds, 25% City match	Fanning Wash at Steves Boulevard	Fanning Wash at Steves Boulevard
	Switzer Canyon Flood Detention Structure	Switzer Canyon Flood Detention Structure
These projects in green are anticipated to be funded with future grants, 25% City match	Fanning Wash Channel Capacity Improvements	Fanning Wash Channel Capacity Improvements
	Mobile Haven Drainage Ditch Improvements	Mobile Haven Drainage Ditch Improvements
Projects in white are rate-funded	Shadow Mountain-Monte Vista Drainage Improvements	Shadow Mountain-Monte Vista Drainage Improvements
	Smokerise Neighborhood Drainage Improvements	Smokerise Neighborhood Drainage Improvements



	2023		2024		2025		2026		2027		2028		Total
Rio De Flag	\$	2,085,744	\$	16,000,000	\$	-	\$	-	\$	-	\$	-	\$ 18,085,744
Downtown Mile	\$	2,000,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 2,000,000
Side Drain Lateral North Downtown	\$	-	\$	-	\$	-	\$	570,583	\$	834,763	\$	-	\$ 1,405,346
Stormwater Capital Reserve	\$	50,000	\$	209,000	\$	218,405	\$	218,405	\$	218,405	\$	218,405	\$ 1,132,620
Spot Improvements	\$	165,000	\$	150,000	\$	150,000	\$	150,000	\$	150,000	\$	150,000	\$ 915,000
Wildwood Drainage Project	\$	413,443	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 413,443
Phoenix Avenue Bridge - Construction	\$	122,425	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 122,425
Steves Wash at Soliere Ave (Soliere Project)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Columbia Circle	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Spruce Avenue Wash Dortha Inlet Improvements	\$	2,715,281	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 2,715,281
Spruce Wash Resiliency - 4th and Butler	\$	14,815	\$	90,000	\$	90,000	\$	-	\$	-	\$	-	\$ 194,815
Killip Detention Basin	\$	2,180,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 2,180,000
Killip Inlet			\$	50,000	\$	1,500,000							\$ 1,550,000
Fanning Drive Wash at Route 66	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Fanning Wash at Steves Boulevard	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Switzer Canyon Flood Detention Structure	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Fanning Wash Channel Capacity Improvements	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Schultz Creek-Hwy 180 Culvert Improvements			\$	4,366,334	\$	-			\$	-	\$	-	\$ 4,366,334
Mobile Haven Drainage Ditch Improvement	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Shadow Mountain - Monte Vista Drainage Impr.	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Smokerise Neighborhood Drainage Improvements	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
Total	\$	9,746,708	\$	20,865,334	\$	1,958,405	\$	938,988	\$	1,203,168	\$	368,405	\$ 35,081,008
Grant	\$	14,815	\$	140,000	\$	1,590,000	\$	570,583	\$	834,763	\$	-	\$ 3,150,161
Debt Service	\$	-	\$	18,000,000	\$	-	\$	-	\$	-	\$	-	\$ 18,000,000
Cash	\$	9,731,893	\$	2,725,334	\$	368,405	\$	368,405	\$	368,405	\$	368,405	\$ 13,930,847

	2023		2024		2025		2026		2027		2028		Total
Rio De Flag	\$	2,085,744	\$	16,000,000	\$	-	0	\$	-	\$	-	\$	18,085,744
Downtown Mile	\$	2,000,000	\$	-	\$	-	0	\$	-	\$	-	\$	2,000,000
Side Drain Lateral North Downtown	\$	-	\$	-	\$	-	570,583	\$	834,763	\$	-	\$	1,405,346
Stormwater Capital Reserve	\$	50,000	\$	209,000	\$	218,405	218,405	\$	218,405	\$	218,405	\$	1,132,620
Spot Improvements	\$	165,000	\$	150,000	\$	150,000	150,000	\$	150,000	\$	150,000	\$	915,000
Wildwood Drainage Project	\$	413,443	\$	-	\$	-	-	\$	-	\$	-	\$	413,443
Phoenix Avenue Bridge - Construction	\$	122,425	\$	-	\$	-	-	\$	-	\$	-	\$	122,425
Steves Wash at Soliere Ave (Soliere Project)	\$	-	\$	-	\$	-	570,583	\$	596,259	\$	-	\$	1,166,842
Columbia Circle	\$	-	\$	-	\$	-	-			\$	894,389	\$	894,389
Spruce Avenue Wash Dortha Inlet Improvements	\$	2,715,281	\$	-	\$	-	-	\$	-	\$	-	\$	2,715,281
Spruce Wash Resiliency - 4th and Butler	\$	14,815	\$	90,000	\$	90,000	-	\$	-	\$	-	\$	194,815
Killip Detention Basin	\$	2,180,000	\$	-	\$	-	0	\$	-	\$	-	\$	2,180,000
Killip Inlet			\$	50,000	\$	1,500,000						\$	1,550,000
Fanning Drive Wash at Route 66	\$	-	\$	-			655,215	\$	798,816	\$	834,763	\$	2,288,794
Fanning Wash at Steves Boulevard	\$	-	\$	-	\$	-	59,626	\$	934,636	\$	976,695	\$	1,970,957
Switzer Canyon Flood Detention Structure	\$	-	\$	-			-	\$	-	\$	1,638,038	\$	1,638,038
Fanning Wash Channel Capacity Improvements	\$	-	\$	-				\$	1,419,633	\$	1,483,516	\$	2,903,149
Schultz Creek-Hwy 180 Culvert Improvements			\$	4,366,334	\$	-		\$	-	\$	-	\$	4,366,334
Mobile Haven Drainage Ditch Improvement	\$	-	\$	-	\$	-	-	\$	1,252,145	\$	-	\$	1,252,145
Shadow Mountain - Monte Vista Drainage Impr.	\$	-	\$	-	\$	-	-	\$	586,017	\$	-	\$	586,017
Smokerise Neighborhood Drainage Improvements	\$	-	\$	-	\$	-	-	\$	-	\$	976,695	\$	976,695
Total	\$	9,746,708	\$	20,865,334	\$	1,958,405	2,224,412	\$	6,790,674	\$	7,172,501	\$	48,758,034
Debt	\$	-	\$	18,000,000	\$	-	-	\$	-	\$	-	\$	18,000,000
Grant - 75% funded	\$	11,111	\$	2,105,000	\$	1,192,500	964,068	\$	4,369,508	\$	4,432,280	\$	13,074,467
Cash	\$	9,735,597	\$	760,334	\$	765,905	1,260,344	\$	2,421,167	\$	2,740,221	\$	17,683,567



Scenario 3: Recommended CIP, with Rates

RED = Debt Funded
YELLOW = Current Grant
GREEN = Future Grants
WHITE = Rate Funded





	2023		2024		2025		2026		2027		2028		Total
Rio De Flag	\$	2,085,744	\$	16,000,000	\$	-	\$	-	\$	-	\$	-	\$ 18,085,744
Downtown Mile	\$	2,000,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 2,000,000
Side Drain Lateral North Downtown	\$	-	\$	-	\$	-	\$	570,583	\$	834,763	\$	-	\$ 1,405,346
Stormwater Capital Reserve	\$	50,000	\$	209,000	\$	218,405	\$	218,405	\$	218,405	\$	218,405	\$ 1,132,620
Spot Improvements	\$	165,000	\$	150,000	\$	150,000	\$	150,000	\$	150,000	\$	150,000	\$ 915,000
Wildwood Drainage Project	\$	413,443	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 413,443
Phoenix Avenue Bridge - Construction	\$	122,425	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 122,425
Steves Wash at Soliere Ave (Soliere Project)	\$	-	\$	-	\$	-	\$	570,583	\$	596,259	\$	-	\$ 1,166,842
Columbia Circle	\$	-	\$	-	\$	-	\$	-			\$	894,389	\$ 894,389
Spruce Avenue Wash Dortha Inlet Improvements	\$	2,715,281	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 2,715,281
Spruce Wash Resiliency - 4th and Butler	\$	14,815	\$	90,000	\$	90,000	\$	-	\$	-	\$	-	\$ 194,815
Killip Detention Basin	\$	2,180,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 2,180,000
Killip Inlet			\$	50,000	\$	1,500,000							\$ 1,550,000
Fanning Drive Wash at Route 66	\$	-	\$	-			\$	655,215	\$	798,816	\$	834,763	\$ 2,288,794
Fanning Wash at Steves Boulevard	\$	-	\$	-	\$	-	\$	59,626	\$	934,636	\$	976,695	\$ 1,970,957
Switzer Canyon Flood Detention Structure	\$	-	\$	-			\$	-	\$	-	\$	1,638,038	\$ 1,638,038
Fanning Wash Channel Capacity Improvements	\$	-	\$	-					\$	1,419,633	\$	1,483,516	\$ 2,903,149
Schultz Creek-Hwy 180 Culvert Improvements			\$	4,366,334					\$	-	\$	-	\$ 4,366,334
Mobile Haven Drainage Ditch Improvement	\$	-	\$	-	\$	-	\$	-	\$	1,252,145	\$	-	\$ 1,252,145
Shadow Mountain - Monte Vista Drainage Impr.	\$	-	\$	-	\$	-	\$	-	\$	586,017	\$	-	\$ 586,017
Smokerise Neighborhood Drainage Improvements	\$	-	\$	-	\$	-	\$	-	\$	-	\$	976,695	\$ 976,695
Total	\$	9,746,708	\$	20,865,334	\$	1,958,405	\$	2,224,412	\$	6,790,674	\$	7,172,501	\$ 48,758,034
Debt			\$	18,000,000	\$	-	\$	-	\$	5,000,000	\$	-	\$ 23,000,000
Grant- 75% funded	\$	11,111	\$	105,000	\$	1,192,500	\$	427,937	\$	626,072	\$	-	\$ 2,362,621
Cash	\$	9,735,597	\$	2,760,334	\$	765,905	\$	1,796,475	\$	1,164,602	\$	7,172,501	\$ 23,395,413





Scenario 1: Minimal CIP Proposed Financial Plan



Rate Increase	25.0%	25.0%	4.0%	4.0%	4.0%	4.0%
Rate Month Implemented	April	January	January	January	January	January
	2023	2024	2025	2026	2027	2028
Cash Position Opening Balance	\$ 13,010,222	\$ 5,552,599	\$ 2,684,111	\$ 2,966,947	\$ 3,529,169	\$ 4,438,967
Revenues						
Sale of Storm Service	\$ 4,685,312	\$ 6,263,159	\$ 7,169,229	\$ 7,530,559	\$ 7,910,099	\$ 8,308,768
Other Operating Revenue	\$ 938	\$ 961	\$ 985	\$ 1,010	\$ 1,035	\$ 1,061
Non-Operating Revenue	\$ 29,232	\$ 29,963	\$ 30,712	\$ 31,480	\$ 32,267	\$ 33,074
Interest on Fund Balance	\$ 183,790	\$ 81,552	\$ 55,951	\$ 64,318	\$ 78,892	\$ 109,036
Total Revenues	\$ 4,899,272	\$ 6,375,635	\$ 7,256,877	\$ 7,627,367	\$ 8,022,293	\$ 8,451,939
Operating Expenses	\$ 2,001,108	\$ 4,288,668	\$ 4,391,050	\$ 4,497,229	\$ 4,560,226	\$ 3,781,159
Current Debt Service	\$ 623,894	\$ 816,213	\$ 800,679	\$ 785,602	\$ 769,956	\$ 753,732
Proposed Debt Service	\$ -	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908
Total Operating and Debt Service	\$ 2,625,002	\$ 6,518,789	\$ 6,605,637	\$ 6,696,739	\$ 6,744,090	\$ 5,948,799
Net Revenues	\$ 2,274,270	\$ (143,154)	\$ 651,240	\$ 930,628	\$ 1,278,203	\$ 2,503,140
Capital Expenditure	\$ 9,746,708	\$ 20,865,334	\$ 1,958,405	\$ 938,988	\$ 1,203,168	\$ 368,405
Borrowed Funds	\$ -	\$ 18,000,000	\$ -	\$ -	\$ -	\$ -
Grants	\$ 14,815	\$ 140,000	\$ 1,590,000	\$ 570,583	\$ 834,763	\$ -
Cash	\$ 9,731,893	\$ 2,725,334	\$ 368,405	\$ 368,405	\$ 368,405	\$ 368,405
Net Income	\$ (7,457,623)	\$ (2,868,488)	\$ 282,835	\$ 562,223	\$ 909,798	\$ 2,134,735
Ending Balance	\$ 5,552,599	\$ 2,684,111	\$ 2,966,947	\$ 3,529,169	\$ 4,438,967	\$ 6,573,702
Reserve Target	\$ 1,471,328	\$ 2,565,790	\$ 2,792,307	\$ 2,882,640	\$ 2,977,525	\$ 4,077,192
Coverage Ratio	4.65	0.94	1.29	1.42	1.59	2.15

<div>  <div> <h1>Scenario 2: CIP with Future Grants</h1> <h2>Proposed Financial Plan</h2> </div>  </div>						
Rate Increase	25.0%	25.0%	10.0%	10.0%	10.0%	3.5%
Rate Month Implemented	April	January	January	January	January	January
	2023	2024	2025	2026	2027	2028
Cash Position Opening Balance	\$ 13,010,222	\$ 5,548,858	\$ 4,664,945	\$ 4,798,891	\$ 5,172,301	\$ 5,252,966
Revenues						
Sale of Storm Service	\$ 4,685,312	\$ 6,263,159	\$ 7,380,089	\$ 8,199,279	\$ 9,109,399	\$ 9,807,287
Other Operating Revenue	\$ 938	\$ 961	\$ 985	\$ 1,010	\$ 1,035	\$ 1,061
Non-Operating Revenue	\$ 29,232	\$ 29,963	\$ 30,712	\$ 31,480	\$ 32,267	\$ 33,074
Interest on Fund Balance	\$ 183,753	\$ 101,127	\$ 93,701	\$ 98,725	\$ 103,220	\$ 116,583
Total Revenues	\$ 4,899,235	\$ 6,395,210	\$ 7,505,487	\$ 8,330,494	\$ 9,245,921	\$ 9,958,005
Operating Expenses	\$ 2,001,108	\$ 4,288,668	\$ 4,391,050	\$ 4,497,229	\$ 4,560,226	\$ 3,781,159
Current Debt Service	\$ 623,894	\$ 816,213	\$ 800,679	\$ 785,602	\$ 769,956	\$ 753,732
Proposed Debt Service	\$ -	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908
Total Operating and Debt Service	\$ 2,625,002	\$ 6,518,789	\$ 6,605,637	\$ 6,696,739	\$ 6,744,090	\$ 5,948,799
Net Revenues	\$ 2,274,233	\$ (123,579)	\$ 899,850	\$ 1,633,755	\$ 2,501,831	\$ 4,009,206
Capital Expenditure	\$ 9,746,708	\$ 20,865,334	\$ 1,958,405	\$ 2,224,412	\$ 6,790,674	\$ 7,172,501
Borrowed Funds	\$ -	\$ 18,000,000	\$ -	\$ -	\$ -	\$ -
Grants	\$ 11,111	\$ 2,105,000	\$ 1,192,500	\$ 964,068	\$ 4,369,508	\$ 4,432,280
Cash	\$ 9,735,597	\$ 760,334	\$ 765,905	\$ 1,260,344	\$ 2,421,166	\$ 2,740,221
Net Income	\$ (7,461,364)	\$ (883,913)	\$ 133,945	\$ 373,411	\$ 80,665	\$ 1,268,985
Ending Balance	\$ 5,548,858	\$ 4,664,945	\$ 4,798,891	\$ 5,172,301	\$ 5,252,966	\$ 6,521,951
Reserve Target	\$ 1,471,328	\$ 2,565,790	\$ 2,845,022	\$ 3,049,820	\$ 3,277,350	\$ 4,451,822
Coverage Ratio	4.65	0.94	1.41	1.74	2.15	2.85

		<h1>Scenario 3: CIP with Rates</h1> <h2>Proposed Financial Plan</h2>					
Rate Increase		30.0%	30.0%	20.0%	10.0%	3.5%	3.5%
Rate Month Implemented		April	January	January	January	January	January
		2023	2024	2025	2026	2027	2028
Cash Position Opening Balance	\$	13,010,222	\$ 5,604,530	\$ 3,100,958	\$ 4,195,773	\$ 5,505,656	\$ 7,929,022
Revenues							
Sale of Storm Service	\$	4,740,433	\$ 6,658,434	\$ 8,362,414	\$ 9,674,553	\$ 10,415,739	\$ 10,888,093
Other Operating Revenue	\$	938	\$ 961	\$ 985	\$ 1,010	\$ 1,035	\$ 1,061
Non-Operating Revenue	\$	29,232	\$ 29,963	\$ 30,712	\$ 31,480	\$ 32,267	\$ 33,074
Interest on Fund Balance	\$	184,304	\$ 86,193	\$ 72,245	\$ 96,054	\$ 133,017	\$ 134,090
Total Revenues	\$	4,954,907	\$ 6,775,551	\$ 8,466,356	\$ 9,803,097	\$ 10,582,058	\$ 11,056,318
Operating Expenses	\$	2,001,108	\$ 4,288,668	\$ 4,391,050	\$ 4,497,229	\$ 4,560,226	\$ 3,781,159
Current Debt Service	\$	623,894	\$ 816,213	\$ 800,679	\$ 785,602	\$ 769,956	\$ 753,732
Proposed Debt Service	\$	-	\$ 1,413,908	\$ 1,413,908	\$ 1,413,908	\$ 1,663,908	\$ 1,663,908
Total Operating and Debt Service	\$	2,625,002	\$ 6,518,789	\$ 6,605,637	\$ 6,696,739	\$ 6,994,090	\$ 6,198,799
Net Revenues	\$	2,329,905	\$ 256,762	\$ 1,860,719	\$ 3,106,358	\$ 3,587,968	\$ 4,857,519
Capital Expenditure	\$	9,746,708	\$ 20,865,334	\$ 1,958,405	\$ 2,224,412	\$ 6,790,674	\$ 7,172,501
Borrowed Funds	\$	-	\$ 18,000,000	\$ -	\$ -	\$ 5,000,000	\$ -
Grants	\$	11,111	\$ 105,000	\$ 1,192,500	\$ 427,937	\$ 626,072	\$ -
Cash	\$	9,735,597	\$ 2,760,334	\$ 765,905	\$ 1,796,475	\$ 1,164,602	\$ 7,172,501
Net Income	\$	(7,405,692)	\$ (2,503,572)	\$ 1,094,814	\$ 1,309,883	\$ 2,423,366	\$ (2,314,982)
Ending Balance	\$	5,604,530	\$ 3,100,958	\$ 4,195,773	\$ 5,505,656	\$ 7,929,022	\$ 5,614,040
Reserve Target	\$	1,485,108	\$ 2,664,609	\$ 3,090,604	\$ 3,418,638	\$ 3,603,935	\$ 4,722,023
Coverage Ratio		4.73	1.12	1.84	2.41	2.47	3.01



Rate Summary of Scenarios

Proposed Rate							
	Current Rate	Apr-23	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28
Scenario 1: Minimal CIP	3.74	4.68	5.84	6.08	6.32	6.57	6.84
Scenario 2: Recommended CIP with Grants	3.74	4.68	5.84	6.43	7.07	7.78	8.05
Scenario 3: Recommended CIP with Rates	3.74	4.86	6.32	7.58	8.34	8.64	8.94



Rate Impact

Average Monthly Increase - Residential (3 ERU)		
	Year 1	Year 6
Scenario 1 (minimal CIP)	\$2.82	\$9.30
Scenario 2 (capital with grants)	\$2.82	\$12.93
Scenario 3 (capital with rates)	\$3.36	\$15.60

Average Monthly Increase - Restaurant (14 ERU)		
	Year 1	Year 6
Scenario 1 (minimal CIP)	\$13.16	\$43.40
Scenario 2 (capital with grants)	\$13.16	\$60.34
Scenario 3 (capital with rates)	\$15.68	\$72.80

Average Monthly Increase - Big Box (220 ERU)		
	Year 1	Year 6
Scenario 1 (minimal CIP)	\$206.80	\$682.00
Scenario 2 (capital with grants)	\$206.80	\$948.20
Scenario 3 (capital with rates)	\$246.40	\$1,144.00

Future Impact on Rates

Keep in mind:

Current Responsibility for
Flood Mitigation lies with
City Stormwater Section

*Long term mitigation costs
less than repeated flood
response*



• Factors to Consider

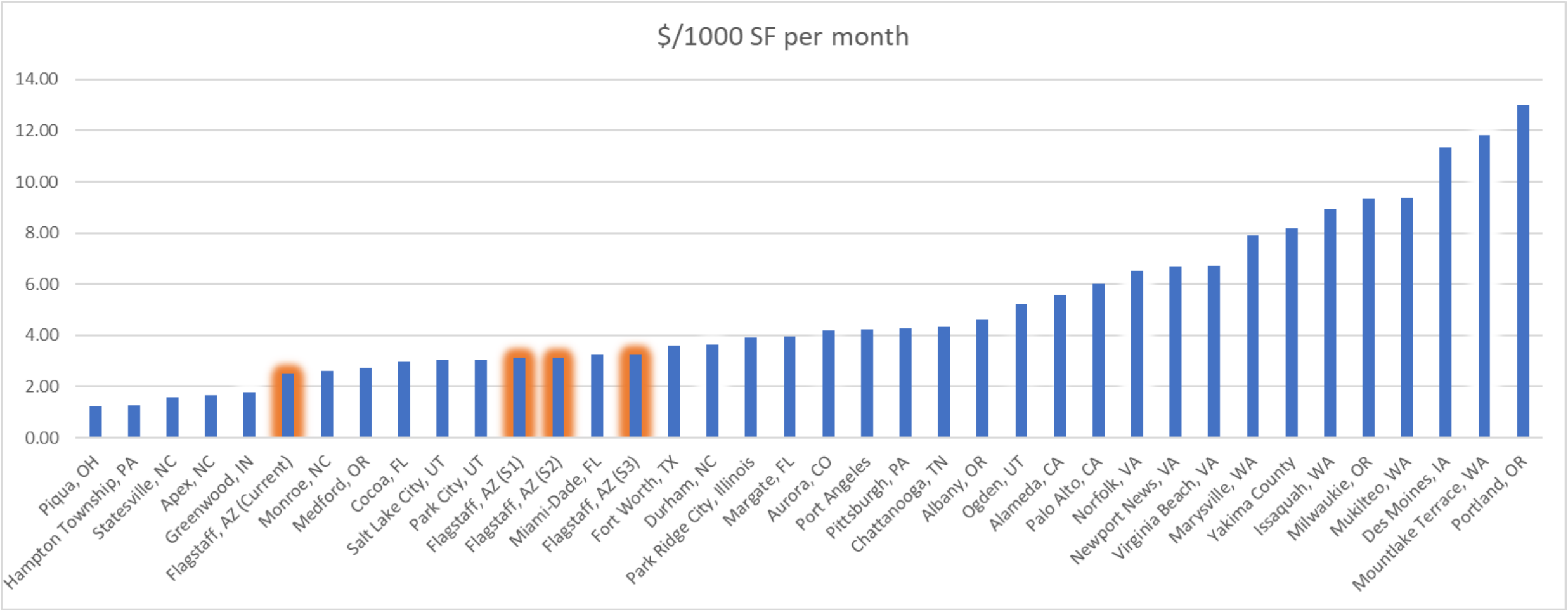
- Grant Success – or not!
- Outside Agency Assistance
 - Coconino County Flood Control
 - Federal and State Programs
- Internal Assistance
 - General Fund Contributions
- Fire Threat
 - Camping, Fire Restrictions on Forest
- Weather
 - Mild Monsoon Season
 - Heavy Rains

Revisit Rates in 5 years



Rate comparison – national perspective

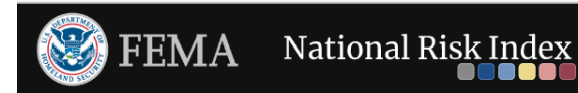
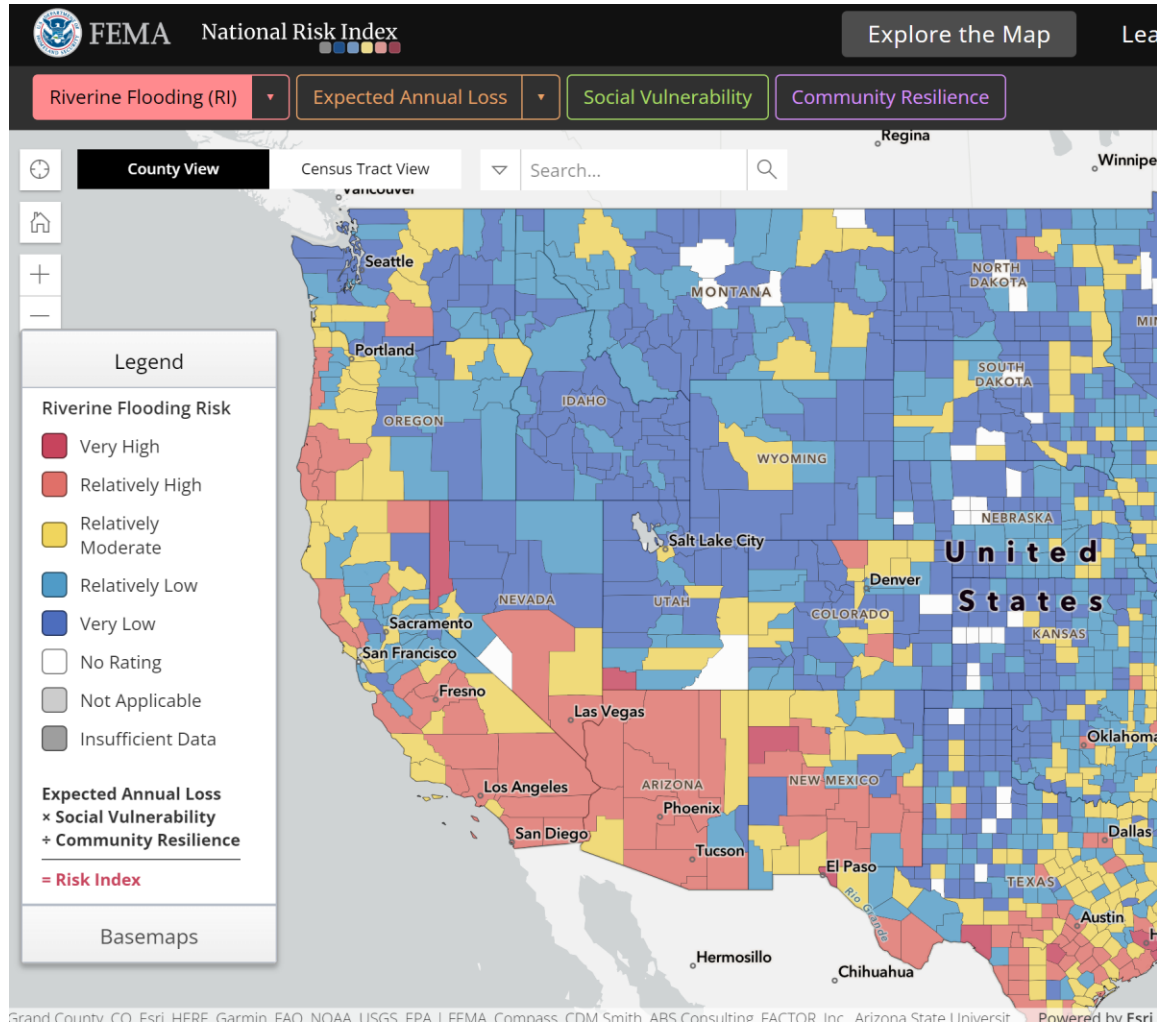
Year 1 comparison (2022; future years are difficult to predict as many communities are increasing rates through time)





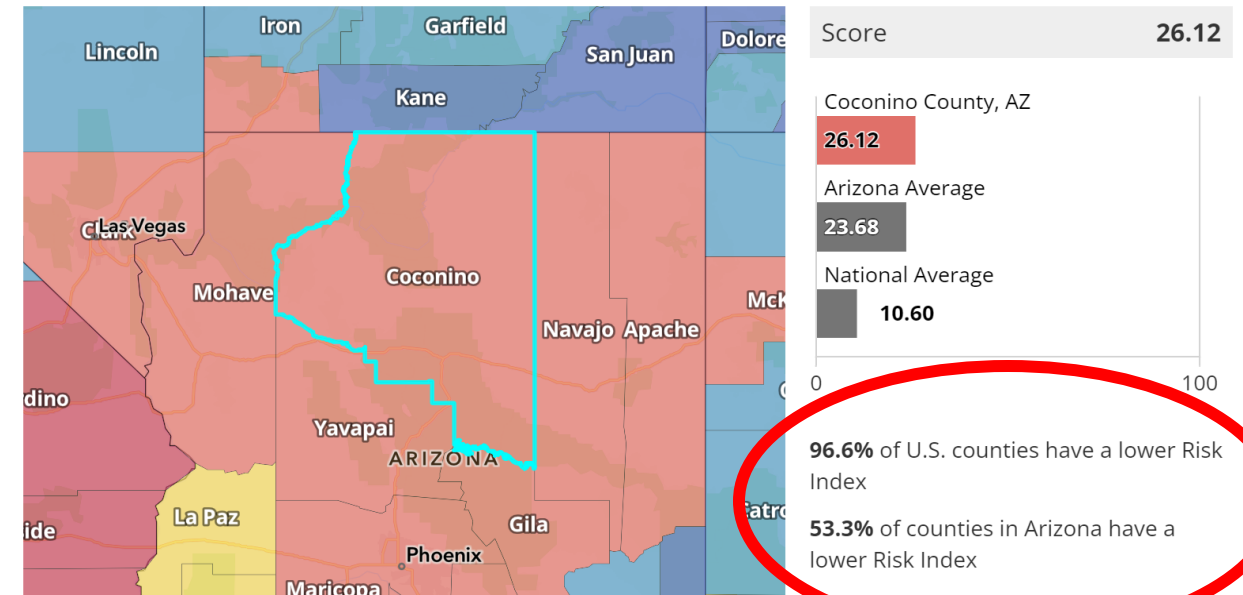
National perspective

FEMA National Risk Index (2023 snapshot)



Risk Index

The Risk Index rating is **Relatively High** for **Coconino County, AZ** when compared to the rest of the U.S.



<https://www.fema.gov/flood-maps/products-tools/national-risk-index>



Outreach

Media Rollout

9/15-9/30

- Webpage, FAQ, Press Release, Facebook, Instagram
- Recorded and PPT presentations posted
- Offered presentations to 12 local organizations

Public Engagements

10/25 – 11/18

- Distributed Rack cards and Flyers to 16 public locations around town
- Presented to two organizations, communicated with another
- 26 radio spots on KNAU advertised public meetings and information
- Held four public meetings, including two virtual

Council Discussion and Public Hearing Opens

11/15

- Request for additional outreach

Printed inserts in every utility bill

12/1 - 1/31

- Inserted electronic messaging for *paperless* customers
- Sent “road show” email blast to every business license holder, plus groups identified by Council. This captures HOA’s.
- Reach Non-Profits through grant organizations, Creative Flagstaff
- Presentations during January
 - ECONA and a second Chamber of Commerce presentation

Feedback has been compiled and is available

OUTREACH: A Four-month Effort



Outreach Materials

The City of Flagstaff is proposing amendments to the City Code to adopt an increase in fees related to stormwater service charges on customers' monthly municipal services bill. The increase would go toward funding new maintenance services, such as detention basin cleanout and Capital Improvement Projects, such as the Killip Basin Inlet, Schultz Creek/Highway 180 Crossing, and other flood mitigation projects. Rates will provide match dollars for grant opportunities and debt service.



A public hearing will be held during the January 31, 2023, City Council meeting to discuss the rate adoption process. Community feedback is considered and strongly encouraged throughout this process. Email flagwater@flagstaffaz.gov with any comments, questions, and concerns.

We'd like to offer your organization a collaborative forum facilitated by the Stormwater Section to discuss our vision, our understanding of community needs, and the purpose of the pending rate adjustment. Your input in this process is important. Please let Lisa Deem know if you wish to schedule a meeting. ldeem@flagstaffaz.gov or 928-213-2471.



Visit www.flagstaffaz.gov/StormwaterRates for more information and additional resources. This webpage will be updated regularly as details are finalized.

Email for comments

Notice to customers regarding proposed stormwater rate adoption

The City of Flagstaff is proposing amendments to the City Code to adopt an increase in fees related to stormwater service charges on customers' monthly municipal services bill. The increase would go toward funding Capital Improvement Projects such as the Killip Basins Inlet, Schultz Creek/Highway 180 Crossing, and other flood mitigation projects.

A public hearing will be held during the January 31, 2023, City Council meeting to discuss the rate adoption process. Community feedback is taken into account and strongly encouraged throughout this process. Email flagwater@flagstaffaz.gov with any comments, questions, and concerns.



Visit www.flagstaffaz.gov/StormwaterRates for more information and additional resources. This webpage will be updated regularly as more details are finalized.



CITY OF
FLAGSTAFF



FEEDBACK: Most everyone acknowledged the need for maintenance and drainage improvements. Residents feel other agencies should share the burden.

While we work with Agencies to share mitigation efforts and their costs, the Stormwater Section still has responsibility for City drainages.



Options:

1. Council does not approve rate adoption – Not Recommended
2. Council delays rate adoption – Not Recommended
 - Stormwater Fund has been in the red since the 2019 Museum Fire and corresponding flood response. Additional delays will limit the Section's ability to complete mitigation efforts and respond to future flood events.
3. Council Adopts one of the three options in the Rate Proposal -Recommended
 - Public Hearing and First Read January 31
 - Second Read- Ordinance Adoption February 7
 - Rates Effective April 1



Questions?





FLAGSTAFF STORMWATER **STRATEGIC PLAN**

Master Planning, Development Review and Inspection,
Floodplain Management, Maintenance, Flood Response,
Capital Improvement.

We are Water



STRATEGIC PLAN

FLAGSTAFF AND STORMWATER MANAGEMENT

With clean air, a cooler climate, and beautiful natural areas, Flagstaff is a great place to live and visit. Residents and visitors enjoy the many amenities Flagstaff has to offer—from the Flagstaff Urban Trails System (FUTS) of bike and pedestrian paths to the Grand Canyon to the unique biodiversity of surrounding forests. Home to Northern Arizona University and world-class research centers, Flagstaff residents are informed, passionate, and engaged in issues concerning their community. Urban development over the years in Flagstaff has significantly altered the natural hydrology and the hydraulics of this stormwater system, with many

natural elements having been replaced or augmented by man-made facilities. Urban development continues, and the City recognizes that climate is causing more intense precipitation events, increased frequency of wildfires, and elevated flooding risks, requiring enhanced planning and improvements to stormwater maintenance and infrastructure. To manage these issues, the Stormwater Section of the Flagstaff Water Services Department is charged with managing a stormwater utility service area subject to stormwater service charges. Recently, these responsibilities have expanded with increasing wildfire and flooding risks due to climate change.

PURPOSE OF THIS STRATEGIC PLAN

With increasing climate change and severe weather patterns, stormwater management, flood management, and pollutions prevention are becoming increasingly important. Consequently, this Strategic Plan focuses on the future, providing the Stormwater Section's staff an opportunity to communicate risks, recommended actions and investments, and identify opportunities within a 5-year planning horizon. Specific objectives include:

- Provide a substantive and easy to read overview of flooding and pollution prevention issues
- Identify the major challenges, risks, and recommended actions and investments
- Increase confidence among the Flagstaff City Council and the community that the Stormwater Section is appropriately mitigating the risks of flooding and the environmental damage caused by stormwater pollution
- Establish a basis for future community dialogue on specific stormwater and pollution prevention issues
- Ensure that Strategic Objectives are aligned with Stormwater Section's values, standards, City Council goals, and the appropriate elements of Flagstaff's Climate Change Action and Adaptation Plan
- Provide the basis for estimating the financial implications of stormwater management



ELEMENTS OF THE STRATEGIC PLAN

Strategic Foundation

Defines the Stormwater Section's fundamental responsibilities. The Behavioral Values are appropriately the same as those noted in the Water Services Division 2025 Strategic Plan.

Business Values

Specific commitments to provide compelling value, for example flood protection and pollution prevention. They establish a consistent framework for developing more detailed standards, identifying issues, assessing risks, implementing solutions, and communicating in a meaningful way.

Stormwater Basics and Major Challenges

Things people should know about stormwater in Flagstaff, including basic concepts and an overview of the most significant risks facing the community.

Standards

Rules, levels of quality, or achievements that are considered acceptable or desirable. The Section's standards drive its activities, decisions, proposed investments and are the basis for transparent operations. Some of these standards are legal or regulatory, for example FEMA and Arizona regulations, or following Low Impact Development (LID) and best management practices (BMPs). Other standards are developed internally and in collaboration with the City Council, city management, and the community.

Strategic Objectives – The Strategic Objectives outlined in this plan describe significant challenges, opportunities, and recommended actions or investments relevant to the planning horizon. They do not address tasks that are part of normal operations, nor do they reflect final policy decisions or indicate that there is approved funding for a given action or investment.



Museum Gauge



STRATEGIC FOUNDATION

MISSION

To professionally and cost effectively minimize the flood damage and pollution from stormwater events.

BEHAVIORAL VALUES

We are guided in our daily decisions and activities by these values:

INTEGRITY

We are transparent, honest, and ethical in all our communications and our actions

RESPECT

We thoughtfully consider each other's differences and opinions



LEADERSHIP

We are proactive in protecting the interests of our staff, customers, and community

COLLABORATION

We listen and openly share our ideas to achieve better decisions and outcomes

COMMITMENT

We strive to meet high standards of service and reliability

RESPONSIBILITY

We are accountable for our behaviors, actions, and use of public resources.



Flooding on Route 66



BUSINESS VALUES

Business Values describe the Section's commitments to provide compelling value to the residents and businesses it serves. These Business Values establish a consistent framework for developing more detailed standards, identifying issues, assessing risks, and evaluating and implementing solutions. The Section's Business Values are the same as the Water Services Division, with the exception that they focus on flood protection and pollution prevention instead of reliable water supplies and water service.

Sound Planning and
Appropriate Investment

Flood Protection and
Pollution Prevention

Protecting Public Health
and the Environment

Exceptional Customer
Service

Sound Financial
Management, Increasing
Efficiency

Transparency and
Community Engagement

STORMWATER BASICS

The Stormwater Section - The City of Flagstaff Stormwater Section is part of the Water Services Division and has been established to regulate, operate, protect, maintain, and enhance the stormwater drainage systems in the City. Although it's part of the Water Services Division, it has all the functions, complexity, and responsibilities of a separate utility. It administers the Stormwater Management Program and performs studies and analyses as required, prepares capital improvement plans, performs routine maintenance and repair of stormwater assets, obtains federal and state permits, communicates with businesses, residents, and developers, and acquires lands, easements, and rights-of-ways to perform its duties.

	2003	2005	2007	2009	2012	2018	2019	2021	2022
	Stormwater Section Created	First Rate Change and credit manual	Master Planning	ALERT network, LID Ordinance	FWPP	Rio De Flag Flood Control Project	Museum Fire, Climate Action Plan, Rio de Flag Project	Spruce Wash flooding	Pipeline Fire
News: Rate (\$/ERU month)	\$ 0.53	\$ 0.93	\$ 1.02	\$ 1.22	\$ 1.30	\$ 2.24	\$ 3.74	\$ 3.74	\$ 3.74
Responsibilities:	FEMA Floodplain Management Development review, Construction Inspections, Maintenance funding Water quality & MS4	Capital Improvement Drainage Investigation	NEAMDS Study	ALERT gauges LID ordinance	Regional Watershed Management	Rio De Flag Flood Control Project	Climate change planning Post-fire flood response Maintenance operations Asset Management/GIS Rio de Flag Project	Regional Flood Management	Individual Direct Assistance Detention Basin Maintenance



STRATEGIC PLAN

Stormwater Fees and Service Levels

The Stormwater Section was created in 2003 and was expanded in 2006, 2015, 2019 to regulate, operate, protect, and maintain the stormwater drainage systems in the City. Stormwater fees provide the funding to carry out these roles. One of the biggest challenges and important roles of the Stormwater Section is to advocate for appropriate investment in flood protection and pollution prevention and to prioritize capital improvements. Appropriate investment is determined by standards. Priorities are set by assessing the risks to life and property, when standards may not be met, and when there are potential financial losses.

The System

Flagstaff's Municipal Separate Stormwater System (MS4) is separate from the sanitary sewer system and is comprised of open channels, culverts, pipes that allow stormwater to cross under roads, and catch basins that capture and guide stormwater. More broadly, the system comprises any assets that contribute to stormwater control and flood prevention, including detention or retention basins that reside on both public and private property and FEMA special flood hazard areas (commonly referred to as FEMA floodplains and floodways). In general, Flagstaff has no formal municipal stormwater conveyance system. Flood mitigation is accomplished by adding stormwater provisions to local areas or specific development sites. The Army Corps of Engineers Rio de Flag Project, designed to address downtown flooding, represents major infrastructure and could be categorized as a first step in developing a more comprehensive municipal stormwater system.

Floodplains and Flood Insurance

Flood insurance is regulated by FEMA, including setting flood insurance rates, though the City operates as



Open channel maintenance.

the local administrator for FEMA on floodplains and flood insurance discounts. FEMA also responds to natural disasters. Any property that is designated to be in a FEMA floodplain that has a mortgage must have flood insurance. This insurance can be expensive (\$2000-\$4000 per year), mainly because properties in a floodplain are deemed to have a significant risk for flooding. So, maps that define FEMA floodplains are an important issue for property owners and developers. Floodplain maps produced by FEMA are a broad brush, and these maps are constantly being revised locally, typically driven by requests from developers. The Stormwater Section enforces local, state, and Federal regulations by way of Erosions Control Plans required by FEMA, the Arizona Department of Department of Environmental Quality (ADEQ), and the Flagstaff Stormwater Design Manual. It does not create or change municipal regulations without Council approval. The Stormwater Section is responsible for the Community Rating System (CRS) that provides insurance discounts by demonstrating higher standards than baseline FEMA regulations.



Stormwater System Maintenance

Stormwater assets underperform if they are clogged due to trash or natural debris, sediments, or because they are old and need repair. Ideally, the Stormwater Section should ensure that if flooding does occur, it's not due to maintenance insufficiencies, but rather migrated debris from the time of the precipitation event. Maintenance of private storm water assets is the responsibility of the property owner. This applies to both public and private stormwater assets. Proper maintenance is also the prerequisite for evaluating the design, capacity, and performance of current infrastructure which is essential for identifying needed capital improvements.



Drainage capital improvement.

Solving, Not Moving the Problem

It's not uncommon for a flooded area to act as a detention pond, which can limit peak flows to downstream areas. This illustrates a common stormwater management challenge. It's not acceptable to solve an upstream problem that causes a problem downstream, in other words, moving the problem from one area or neighborhood to another. Meeting this standard

increases the complexity and cost of stormwater projects. In most cases, planning needs to begin where the water will eventually end up and then work backward to determine how it will safely get there.

Impacts of New Development

The impacts of new development to the City over time is increasing area of impervious surfaces or hardscape, but this will not increase total flows in the City's conveyances provided the on-site storm water mitigation is designed and installed properly i.e., providing detention/retention assets and complying with Low Impact Development (LID) standards. The risk created by a specific development site is flooding or having sediment dumped on a neighboring property. This typically occurs because the site did not comply with Stormwater Pollution Prevention Plan (SWPPP) requirements or Best Management Practices (BMPs). Or in some cases, a storm's magnitude was so intense that installed BMPs were inadequate to prevent flooding damage.

New Development Site Management

On any given site (new, infill, or redevelopment) Stormwater codes and LID provisions are designed to ensure that peak flows do not increase, and the basic path of the flow is not altered. Peak flow is typically controlled with onsite detention or retention basins or by directing flow toward landscaping (which amounts to passive rainwater harvesting). In almost all cases, development causes total flow discharged from a site to remain the same even with an increase in hardscape (roofs, driveways, parking lots) thanks to designed and installed mitigation to preserve preconstruction discharge rates. This means that by providing adequate local and regional mitigation, stormwater risks are remaining the same due to the cumulative impacts of development.



STRATEGIC PLAN

Establishing Spatial Weather Distinctions

It's possible that certain areas of Flagstaff are prone to certain weather events, especially with respect to smaller storm cells or monsoons. Recent events suggest that definable patterns may exist. Ongoing data collection, specifically stormwater footprint information, is necessary to establish credible patterns. Establishing these spatial trends could dramatically increase the effectiveness and efficiency of CIP investments, specifically decreasing costs and flooding risks.

Army Corps of Engineers Rio de Flag Flood Control Project

This project is a twenty-year effort of the City of Flagstaff and the U.S. Army Corps of Engineers to

prevent safety hazards and property damage caused by floods. It is a \$122M project with 65% of the funding provided by the Army Corps. Project provisions being built along the Rio de Flag and Clay Avenue Wash will significantly reduce flooding in the downtown area. The project realigns the primary floodway, constructs underground and surface floodway structures, and will provide stormwater connections to the project's infrastructure. Once completed, this project has the potential to prevent damage to approximately 1,500 structures in Flagstaff, valued at over \$916M. Though this project is a significant step forward in flood mitigation, it does not resolve all stormwater issues.

MAJOR CHALLENGES

Advancing Climate Change

Without the impacts of climate change, stormwater management amounts to ensuring that private drainages and stormwater system assets were designed and properly constructed, overseeing new development and its impacts, and ensuring that stormwater assets are being properly maintained. However, climate change is changing the game. Changes in Flagstaff's weather patterns in the next 5 years will be more dramatic than the last 10 years. A drying trend that increases the risk of wildfires, increased flooding due to intense monsoons, more rain-on-snow events, and large storms with wet snow are consistent with both climate change modeling and recent experience. Precipitation events previously



Flooding on North Foxglenn St.

designated as 100 or 1000 year storms are now regular occurrences. Responding to these challenges will require a fully staffed stormwater utility and significant



enhancements in data collection, characterization of flows and system capacity, and making compelling arguments for significant investments.

Wildfires and Associated Off-Forest Flows

This may be the biggest stormwater challenge facing Flagstaff. Burned areas from wildfires can cause a ten-fold increase in stormwater flows. Wildfires also illustrate one of the ways that climate change causes reinforcing negative effects. Longer dry periods increase the risks of wildfires, wildfires burn the soil and strip it of its water holding capacity, and climate change increases the risk of more intense precipitation events. The net result is an expansion of the areas in and around Flagstaff where severe flooding can occur. These risks are directly proportional to burned area surrounding the City, which is increasing. Given that it can take decades for a forest to recover, in 10 years the total burned area surrounding Flagstaff could be significantly greater than it is today. In fact, recent wildfires have re-burned areas that were recovering from the 1977 Radio Fire and the 2010 Schultz Fire.

Risk to Older Infrastructure

Up to 40% of Flagstaff's older neighborhoods are at risk for significant flooding. These neighborhoods and their stormwater assets, built anywhere from 20 to 70 years ago, were constructed using different engineering design standards and arguably based on different weather assumptions and frequency of wildfires. In some cases, there were no standards at the time of the development. The Stormwater Section was created in 2003, with previous development review only occurring sporadically. Stormwater Fund increases in 2006, 2015, and 2019 were driven by increases in the

deferred capital improvements list for Stormwater, a chronic issue that has not substantively eased due to increasing construction and design costs in the region. Also, it's not uncommon to find that construction failed to meet the standards in place at the time.

Characterizing Precipitation Events

It no longer makes sense to use the terms 100-year or 1000-year storms when these events are occurring every few years, or several times in one year. With accelerating climate change, weather patterns from decades ago are no longer a reliable indicator of future events. To plan appropriately, likely events must be defined using climate change modeling and data from more recent storms. These events must be characterized in terms of a footprint, which describes the amount of precipitation and flows that occur in a given area over a given time. Translating the risks of advancing climate into specific storm footprints will help to prioritize stormwater capital improvements.

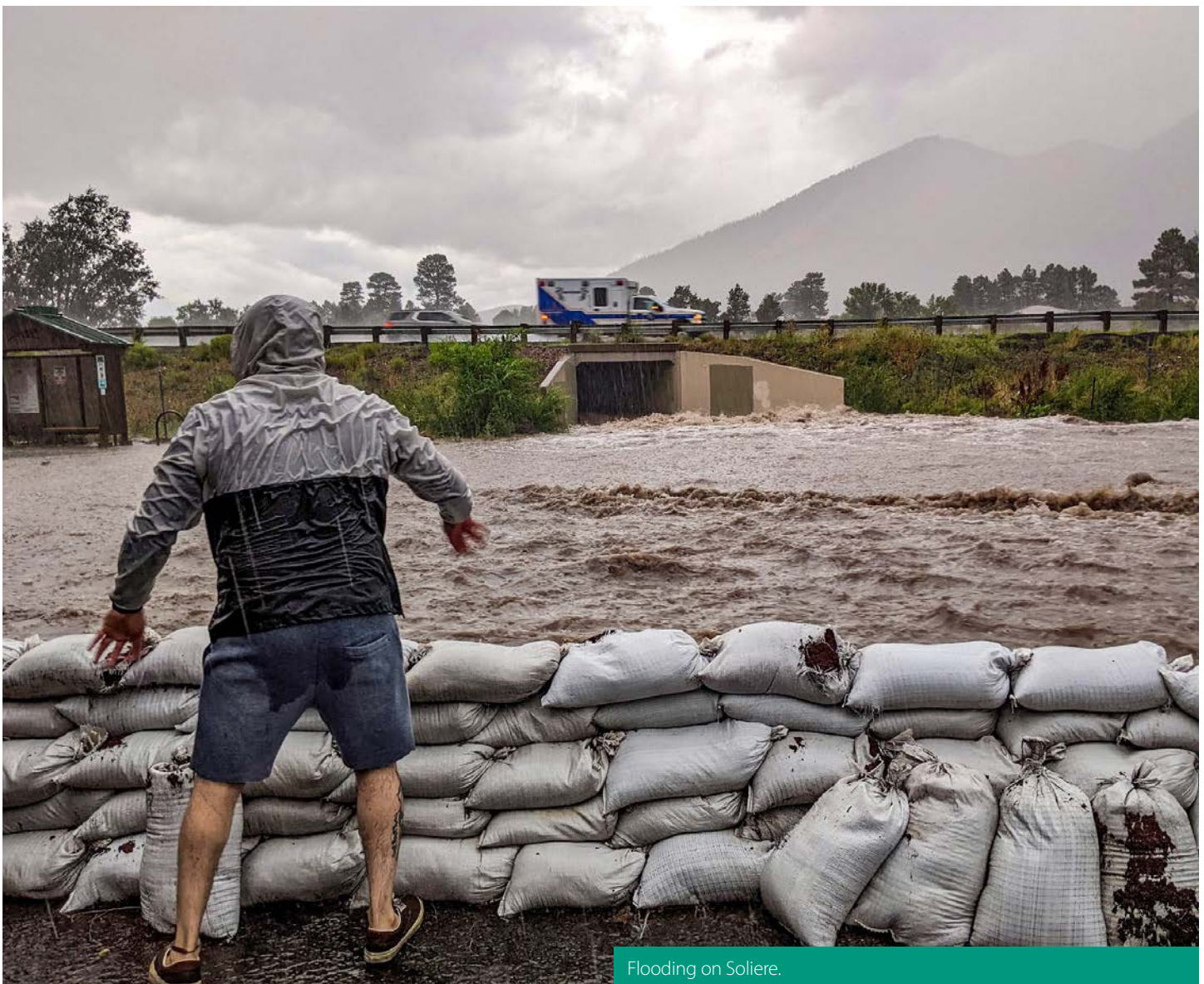
Human Resources

Today's staffing for the Stormwater Section is not aligned with the fact that it has all the roles of a fully functioning utility, the growing risk of flooding, and the human and financial costs of these risks. A significant increase in resources is needed to address flood response, planning, maintenance, analyses, and defining/prioritizing capital improvements.

The Overall Danger – Given the increasing frequency and severity of intense precipitation events and the increase in areas burned by wildfires, the risk that Flagstaff will fail to respond appropriately to stormwater and flooding issues is high unless significant changes are made in approach and available resources.

ASSESSING AND MITIGATING RISKS

Stormwater management is a risk management problem. The cost of severe weather events and flooding can be high, and climate change models predict that the frequency of these events is increasing. The challenge for the Stormwater Section is to ensure that the risk of damage due to flooding is low despite the changing climate and the cumulative impacts of development. Meeting this objective requires that the Section set clear performance standards, ensure that the system is sized appropriately, perform needed maintenance, and ensure that new development does not harm neighbors and or increase flooding risks.



Flooding on Soliere.



STRATEGIC OBJECTIVES

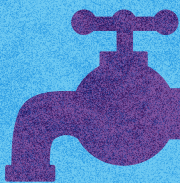
Using Strategic Objectives to Describe the Future

The Section's Strategic Plan employs several criteria for assessing future challenges and opportunities. These criteria include the following:

- Making sure that the Section is complying with current regulations and standards
- Responding to climate change, increasing wildfire threats, and changes in the condition of assets
- Addressing evolving community needs and taking advantage of opportunities to increase efficiency
- Ensuring that standards, risks, and needed investments are communicated clearly

Assessing the Section's activities using the criteria above has led to the development of a series of *Strategic Objectives* that address perceive needs and future performance to standards.

They do not represent final policy decisions or reflect the availability of funding, rather they are recommendations for analyses or actions that should be pursued. In this sense, these objectives establish a framework for the Section's staff to continue clarifying the issues, establishing priorities, collaborating with experts, and leading a dialogue with the City Council and the community about investing appropriately in mitigating flooding and pollution risks.



SUMMARY OF STRATEGIC OBJECTIVES:

1. Respond to Wildfire Flooding Risks and Events
2. Clarify Climate Change Characteristics and Overall Stormwater Challenges
3. Maximize/Optimize Stormwater System Maintenance
4. Clarify Services Levels and Enhance Customer Service
5. Increase Support for Floodproofing of Individual Structures
6. Enhance CIP Process and Update CIP Priorities
7. Enhance Development Review Process and Developer Support
8. Improve Communications and Collaboration
9. Address Stormwater Section Human Resource Needs

STRATEGIC OBJECTIVE NO. 1:

RESPOND TO WILDFIRE FLOODING RISKS AND EVENTS

Relevant Standards	<ul style="list-style-type: none"> • Protect public health, safety, and the local environment • Ensure that provisions to manage stormwater are resilient to climate change
Background	<p>Flagstaff is surrounded by a forest, and unfortunately forests are periodically burned by wildfires. Wildfires not only burn down trees, but change the characteristics of the soil, specifically the ability for water to infiltrate into the soil. In fact, the biggest contributor to flooding after a wildfire is the changes in soil characteristics. This can increase peak stormwater flow by as much as 10 times that of non-burned areas.</p>
Challenge/ Opportunity	<ul style="list-style-type: none"> • Climate change not only increases the risk of wildfires but also more intense monsoons and precipitation events, both of which Flagstaff is already experiencing. • In the last 12 years, Flagstaff has experienced 3 significant wildfires, (Schultz, Museum, and Pipeline) occurring in 2010, 2019, and 2022 respectively. Prior to these fires, the last significant fire impacting the City was the 1977 Radio Fire. Consistent with climate change models, this suggests that the frequency of wildfires is increasing. • It takes decades for a burned area to recover, some studies showing 80 years or more. In fact, the most recent fires around have re-burned areas that were still recovering from the Radio and Schultz Fires. • There are no practical ways to amend large areas of burned forest soils to speed recovery. • Since the frequency of wildfires is likely increasing, and recovery is very slow, in 10 years the burned area around Flagstaff could be significantly larger than it is today. So, the cumulative risk of flooding due to climate change (more intense storms and more burn area) will also increase with time. • More flooding in burned areas will require new stormwater assets, including culverts, channels, and detention/retention basins. This new infrastructure will also require ongoing maintenance. • Flagstaff is surrounded by federal lands, so efforts to reduce wildfire risks with preventative forestry practices must be coordinated through the appropriate authorities.
	<ul style="list-style-type: none"> • Analyze new burned area flooding risks and build preventative measures before flooding occurs. • Train staff in Incident Command System (ICS) and Incident Management Team (IMT) processes to integrate with City and County Emergency Management services. • Assess wildfire trends and develop CIP plan and staffing requirements associated with building and maintaining new stormwater infrastructure specific to addressing wildfire related flooding. • Conduct incident command system training for Stormwater Section staff • Create an IGA with the Flood Control District to determine roles and responsibilities

STRATEGIC OBJECTIVE NO. 2:

CLARIFY CLIMATE CHANGE CHARACTERISTICS AND OVERALL STORMWATER CHALLENGES

Relevant Standards	<ul style="list-style-type: none"> • Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low. • Ensure that provisions to manage stormwater are resilient to climate change
Background	<p>Stormwater system performance and damage due to flooding are impacted by the severity and timing of precipitation events and the impacts of wildfires. These events produce stormwater flow rates that can either be handled by current stormwater infrastructure, or be overwhelmed, causing flooding and damage. The issue is not necessarily the overall severity of the storm, but the precipitation intensity on a given area in given period of time (the precipitation footprint).</p>
Challenge/ Opportunity	<p>Flagstaff is facing the following challenges related to climate change and increasingly severe weather.</p> <ul style="list-style-type: none"> • Climate change is accelerating, which translates into accelerating uncertainty related to future weather patterns, especially in a given region, area, or neighborhood. • It no longer makes sense to characterize storms as 100-year or 1000-year events when these events are occurring every few years, or several times in a single year. With accelerating climate change, weather patterns from even 10 years ago are no longer a reliable indicator of future events. • A drying trend that increases the risk of wildfires, higher flooding risks due to intense monsoons, more rain-on-snow events, and large storms with wet snow are all consistent with climate change modeling and recent experience. These events will continue, and likely be more severe, in the future. • If recent record monsoons had occurred in older or more vulnerable neighborhoods, the damages could be catastrophic and endanger lives.
Specific Responses	<ul style="list-style-type: none"> • Consider recent weather events and trends, general climate change modeling, and consult with climate experts on Flagstaff's weather to create a clearer picture of the weather events that should be considered in Flagstaff's stormwater planning. • Translate weather events into precipitation footprints. Express these footprints in terms of amount of water, area, time, and resulting flow rates. • Consider adding a climate change acceleration factor to recent storms, weather conditions, and even wildfire frequency to account for changes likely to occur over the next 10 years. • Produce a substantive and easy to read brief that clarifies weather patterns, including information on precipitation footprints, spatial trends, and plans to improve this information over time. • Enhance the rain and flow gauge network and the emphasis on hydrology in the Stormwater Section. This will create a stronger foundation for understanding stormwater footprints, flows, spatial trends, and for improving emergency alerts to first responders and residents. • Use the increased clarity on weather events to continue optimizing system maintenance and Capital Improvement (CIP) projects and priorities. • Consider the appointment of a dedicated hydrologist for the stormwater section • Conduct modeling of various climate change and land use change scenarios to determine the range of stormwater system capital investment needed to meet future challenges

STRATEGIC OBJECTIVE NO. 3:

MAXIMIZE/OPTIMIZE STORMWATER SYSTEM MAINTENANCE

Relevant Standards	<ul style="list-style-type: none"> • Protect public health, safety, and the local environment • Ensure that provisions to manage stormwater are resilient to climate change • Minimize the number of flooding or drainage complaints caused by maintenance problems
Background	For the stormwater system to function at its capacity, it must be well maintained. This means ensuring that the system is clear of debris and that assets are in good condition (not crumbling or past their useful life).
Challenge/ Opportunity	<p>Consistent with climate change models, the intensity of rainstorms in Flagstaff has been increasing.</p> <ul style="list-style-type: none"> • Flagstaff has experienced “100-Year” storms in 2014, 2016, 2018, and a “1000-Year” storm in 2018. Storms that were considered very unlikely may now be the norm. • Given increasing flooding risks and frequency of flooding, maintenance is critical. Approximately 80% of drainage complaints are related to maintenance issues. • System maintenance is becoming increasingly more difficult with repetitive flood events, debris flows, and sediment flows from wildfires. • Maintenance conditions can change rapidly. A cleared grate can become blocked again the next day. • Until recently, the stormwater system was not fully defined or documented, which made it difficult to perform proactive maintenance. • Assessing asset conditions on closed systems and culverts is difficult. These types of assets have not been completely characterized. • Many stormwater assets are privately owned and maintained. The performance of these assets is important for protecting neighbors and overall performance of the system. • If the system is not appropriately maintained, it’s more difficult to evaluate design issues and capacity. • Emergency response demands the time and resources of the Stormwater staff, making it more difficult to accomplish annual system maintenance and improvements
Specific Responses	<p>Appropriate maintenance based on clearly defined standards is the foundation for effective stormwater management. Given the risks associated with climate change and Flagstaff having an under-sized system in many areas, the Stormwater section should adopt a highly proactive approach to maintenance.</p> <ul style="list-style-type: none"> • Complete the definition of the stormwater system, including assessing the condition of all significant underground stormwater assets. • Categorize drainage complaints or flooding events as either maintenance or design related and use these data to refine maintenance standards and activities. • Develop or refine current standards that define optimum system maintenance, clearly specifying the balance between proactive and reactive maintenance. • Establish clear response times to maintenance related drainage complaints. • Update the maintenance workplan to meet updated standards, making sure to address seasonal considerations in maintenance scheduling and level of effort. • Produce annual maintenance report for the stormwater system that addresses performance to standards, identifies new or refined standards, and outlines changes to maintenance activities.

STRATEGIC OBJECTIVE NO. 4:

CLARIFY SERVICES LEVELS AND ENHANCE CUSTOMER SERVICE

Relevant Standards	<ul style="list-style-type: none"> • Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low • Ensure that provisions to manage stormwater are resilient to climate change • Provide flood proofing technical and financial support for at-risk properties • Provide exceptional customer service based on clearly defined standards • Respond to drainage complaints withing 24 hours
Background	<p>Stormwater fees for a property are based on the amount of impervious surface (roofs, driveways, parking lots etc. because this increases runoff and flooding risks. Fees are used to fund the activities of Flagstaff's Stormwater Section, which has been established to regulate, operate, protect, maintain, and enhance the stormwater drainage systems in the City. Collecting fees requires that the Stormwater Section define the value that these fees produce in terms of standards and service levels. Also, the Stormwater Section interacts with residents at a grass roots level, so customer service standards need to be clear.</p>
Challenge/ Opportunity	<ul style="list-style-type: none"> • The Stormwater Section is clearly responsible for stormwater maintenance and CIP efforts, but it's less clear what stormwater fees actually cover with respect to resolving flooding problems in specific neighborhoods, specific properties, and the timeframe in which issues will be addressed. • Recently, the Stormwater Section has been given new flood response responsibilities previously handled by the County, signaling a pivot to both regional and urban flood control roles. • Lack of clarity about stormwater service levels translates into lack of clarity about liability. • Up to 40% of the properties in Flagstaff are susceptible to flooding simply due to the historic periods in which they were constructed. For example, homes and other buildings built below street level or built before the year 2000 do not meet present-day standards for protecting against inundation. Given the increasing storm intensities caused by climate change, their susceptibility to flooding will only get worse with time. • Service levels must define whether flooding issues and risks will be addressed with system level solutions, including timeframes, or individual structure flood proofing support. • The impacts of a wildfire can cause a 10-fold increase in stormwater flows, for example 1.5" of rain per hour causing a 100-year flow. Services levels related to flooding risks from wildfires are unclear. Sandbags and modular barriers are not acceptable long-term solutions. • Often, addressing whether the City is responsible for resolving a stormwater issue for a specific customer has boiled down to assessing whether the City did something, or allowed something to occur, that caused the problem. • Stormwater staff often address issues that are not the responsibility of the Stormwater Section.
Specific Responses	<ul style="list-style-type: none"> • Develop more detailed standards related to service levels for maintaining and enhancing system assets and risk mitigation for individual properties and customers. • Review Stormwater Section activities and ensure that these activities are within the scope of responsibilities for the Section. • Improve emergency response communications by improving the rain and flow gauge system • Integrate the Stormwater Section with City and County Emergency Management in relevant flood standards, planning, and external funding requests

STRATEGIC OBJECTIVE NO. 5:

INCREASE SUPPORT FOR FLOODPROOFING OF INDIVIDUAL STRUCTURES

Relevant Standards	<ul style="list-style-type: none"> • Ensure that the risks of flooding, or damage due to flooding, are low. • Evaluate flood proofing technical and financial support for properties at high risk
Background	<p>There are two basic ways to minimize damage caused by a severe stormwater event. The first is to ensure that the local and city-wide drainage infrastructure has the capacity to ensure that flooding of homes or buildings does not occur. The second is to install flood proofing measures in individual properties to minimize damage during a flood, and/or restrict the flooding to outdoor areas.</p>
Challenge/ Opportunity	<p>Since climate change impacts are accelerating, it will be a major challenge for the Stormwater Section to plan, secure approval, and construct projects in the near terms that will minimize flooding risks for all neighborhoods. Until this gap is resolved, some property owners and businesses will experience flooding and flood damage (especially during the next 10 years).</p>
Specific Responses	<ul style="list-style-type: none"> • Based on risks and timing of CIP improvements, identify neighborhoods that remain at higher risk for flooding and should be implementing flood proofing provisions. • Work to develop a program and funding sources to provide technical and financial support for customers in areas of need and who wish to implement flood proofing measures. • Work with the Sustainability Division and Housing Division on an integrated floodproofing grant program.



Sandbags.

STRATEGIC OBJECTIVE NO. 6:

ENHANCE CIP PROCESS AND UPDATE CIP PRIORITIES

Relevant Standards	<ul style="list-style-type: none"> • Sound planning and appropriate investment in stormwater assets and management • Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low • Maintain a quantitative and transparent process for identifying and prioritizing CIP projects • Minimize the number of properties in FEMA floodplains • Make compelling arguments for capital investments • Stormwater projects must solve the whole problem, not just move it to another area
Background	<p>The biggest stormwater risk for Flagstaff is the ability of neighborhoods and the stormwater system to withstand the extreme weather events and flows due to climate change and the increased hardscape caused by development. (An increase in hardscape requires detention/retention and LID to ensure that the lot mimics it's preconstruction hydrologic performance). The Stormwater Section must have a process for evaluating these risks and prioritizing improvements.</p>
Challenge/ Opportunity	<ul style="list-style-type: none"> • Flagstaff's current stormwater control system and specific infrastructure in older neighborhoods is under-sized (as many as 40% neighborhoods) with respect to handling more intense storms with larger precipitation footprints and peak flows. • Mitigating flooding in a neighborhood or area must ensure that these improvements do not move the problem to other areas. This typically increases the complexity, size, and cost of the project. • Flooding risks for a given neighborhood or area are affected by its location, the Stormwater codes were in place at the time of construction, whether these codes were followed, and the Stormwater standards that were applied to infill development or redevelopment. Buildings and neighborhoods constructed before 2001 are typically most vulnerable to flooding. • The Greenlaw neighborhood has experienced three 100-year storms in three years. In every case it experienced significant flooding because there is no access to underground stormwater assets and the neighborhood did not maintain its privately owned drainage conveyances. • The process for developing CIP projects and the standards for setting priorities has been too qualitative and not very transparent. This leaves the door open for a reactive approach to setting project priorities, which typically results in less efficient capital allocation. • There are no clearly defined standards for permanently addressing the flooding risks for areas affected by wildfires.

Objective No. 6 continued on page 18

STRATEGIC OBJECTIVE NO. 6:

ENHANCE CIP PROCESS AND UPDATE CIP PRIORITIES

Continued from page 17

Specific Responses

- Increase Stormwater Section focus on assessing flooding risks for specific areas and neighborhoods, prioritizing of CIP projects, and on stormwater project management.
- Implement master planning and regional modeling to support CIP planning and prioritization.
- Develop transparent risk assessment and weighting factors for prioritizing capital improvements to local infrastructure and the public stormwater.
- Consider weather expectations, effects of wildfires, system characteristics, public safety, costs of property damage, and project costs in the CIP evaluation process.
- Develop a more comprehensive database related to flood damage locations, costs, and the conditions under which this damage occurred.
- Adopt an explicit structure for making compelling arguments for investing in staff, data systems, analysis capabilities, and infrastructure.
- Provide oversight on the Rio de Flag project to ensure that it maximizes local flood mitigation in downtown and other impacted areas.
- Transition Stormwater Section to be the Project Manager for all Stormwater Projects, including funding and management of Spot Stormwater Improvements.



Basin construction.

STRATEGIC OBJECTIVE NO. 7:

ENHANCE DEVELOPMENT REVIEW PROCESS AND DEVELOPER SUPPORT

Relevant Standards	<ul style="list-style-type: none">• Ensure that the risks of flooding, or damage due to flooding, are low.• Ensure that new development, infill development, and redevelopment do not increase or redirect peak stormwater flows• Ensure that provisions to manage stormwater are resilient to climate change• Ensure that new development does not cause a cumulative increase in flooding risks• Ensure that soil for new development is properly stabilized during and after construction• Support developers in implementing the most effective and cost-effective stormwater protections• Be transparent related to development standards and the costs of code compliance• Ensure that the City Council and city managers understand the cost/benefit analysis of stormwater codes and Best Management Practices (BMPs) related to development
Background	<p>The immediate concern related to new development is that a neighbor will be flooded or have sediment dumped on their property due to development nearby. This can occur because the builder or contractor did not comply with Stormwater codes or BMPs, or that a storm was so intense that these provisions were inadequate. The longer-term and broader impacts of development are an increase in the total area of hardscape and increasing total flows to the stormwater system.</p>
Challenge/ Opportunity	<ul style="list-style-type: none">• The costs to implement flood prevention provisions for new development in Flagstaff are significant but typically less than other communities. However, relative development costs in Flagstaff are high, which puts pressure on flood control provisions and expenses.• Increasing climate change impacts call into question whether infill and redevelopment standards should be based on more severe precipitation footprints.• Current Stormwater regulations covering new development address peak flows and are designed to ensure that flooding of neighbors does not occur. But these regulations do not address total flow, which means that over time total flow and flooding risks are increasing. (An increase in impervious surfaces requires detention/retention and LID to ensure that the lot mimics its preconstruction hydrologic performance in its post-construction state.)• Cost for basic soil stabilization during construction and for a newly developed sites are relatively low, yet a few contractors still resist implementing these provisions. This is challenging because contractors argue that they aren't being paid for landscaping. The City still requires that BMPs be installed to prevent off lot erosion and sedimentation.• 90% of contractors are very cooperative in terms of implementing stormwater provisions. Yet, complaints by a few contractors to city council and city management skew perceptions about the efficacy of codes and BMP's and the collaborative approach of the Stormwater Section.• City Council members and city management could be better informed about basic Stormwater principles, standards, and the relative cost of meeting regulations and implementing BMP's.

Objective No. 7 continued on page 20

STRATEGIC OBJECTIVE NO. 7:

ENHANCE DEVELOPMENT REVIEW PROCESS AND DEVELOPER SUPPORT

Continued from page 19

Specific Responses

- Produce a substantive yet brief report on compliance with development codes, including the key issues and ramifications of non-compliance.
- Identify compelling changes to development codes that would address the increase in flood risks over time due to climate change and the increasing amount of hardscape.
- Clarify the link between the cost of a drainage report and eventual construction costs, helping developers optimize compliance and flood control benefits with costs.
- Clarify the process for managing disputes with developers and ensure that this process is approved by the City Manager and the City Council.
- Using this strategic plan as the context, conduct a workshop with Council and city management covering basic stormwater management principles, development standards and BMPs, and the costs and benefits of implementing various stormwater provisions.



Schultz basin.

STRATEGIC OBJECTIVE NO. 8:

IMPROVE COLLABORATION AND COMMUNICATIONS

Relevant Standards	<ul style="list-style-type: none"> • Build a strong reputation, maintaining trust and support from the community • Provide exceptional customer service based on clearly defined standards • Encourage meaningful public participation in stormwater issues and policy making • Make it easy for people to be substantively informed about critical stormwater issues in Flagstaff
Background	<p>The Stormwater Section is charged with maintaining flood protection and pollution prevention. Both of these require appropriate investment in resources and infrastructure. Securing this investment requires that the Section be trusted related to its operations, planning, and investment proposals. The ability of city council members, city management, and public to understand Stormwater Section performance, maintenance, and capital improvement needs depends on their understanding of stormwater principles and issues. This requires strong communications by the Stormwater Section.</p>
Challenge/ Opportunity	<ul style="list-style-type: none"> • As technical organizations, many utilities struggle with defining the most effective and efficient way to communicate with policy makers, employees, and the community. • Shared information is often too technical and without sufficient context, and communication activities are often not tied to specific standards or outcomes. • Other city departments know little about stormwater management and activities. • It's likely that council members and city management are not adequately informed about stormwater basics, key issues, and mitigation priorities. • The Stormwater Section is now a utility, and this involves interacting with other departments in the City as well as businesses, developers, and residents. Communication protocols need to be improved, especially when communicating with the city manager or city attorneys.
Specific Responses	<ul style="list-style-type: none"> • Develop a stormwater strategic plan to clarify stormwater issues, challenges, and opportunities and use plan as the context for communications with the council and city management • Build stronger relationships with policy makers, the water commission, and other influencers in the City. Ensure that these key audiences are substantively informed about stormwater issues. • Carefully review all communications leaving the section, including establishing and adhering to specific communication standards and protocols. • Recognize that support for investing in activities, staff, and CIP is tied to the quality of communications. A compelling case for investment is typically approved. • Adopt a clear structure for making compelling investment proposals that includes background information, the relevant standards, the problem or opportunity, the proposed solution, timing considerations, costs, and the ramifications of failing to act. • Define and communicate the major stormwater areas (drainages) to facilitate communications about stormwater basics, issues, risks, and needed investment. • Conduct a Stormwater Summit with key stakeholders.

STRATEGIC OBJECTIVE NO. 9:

ADDRESS STORMWATER SECTION HUMAN RESOURCE NEEDS

Relevant Standards	<ul style="list-style-type: none"> • Sound planning and appropriate investment in stormwater management and assets • Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low. • Ensure that provisions to manage stormwater are resilient to climate change • Maintain adequate staffing for Stormwater Section
Background	<p>The Stormwater Section operates as a fully functioning utility. It must ensure the reliability of stormwater infrastructure in the face of climate change, assess flooding and pollution risks, respond to floods, plan and secure investment for needed capital investments, and routinely interact with customers and developers. All of these efforts require adequate staffing and human resources.</p>
Challenge/ Opportunity	<ul style="list-style-type: none"> • The Stormwater Section has many strategic and operational issues to address, as outlined in this plan. However, for the most part current staffing levels (five full time professional employees and two field staff) allow for only reacting to current problems and flooding crises. • The Section has only two part time maintenance workers that are shared with and managed by the Sewer Collections department. This is not sufficient to provide needed maintenance today and the increasing maintenance as time passes. Also, there is insufficient staff to utilize current stormwater maintenance equipment. • The support for new development is at minimum levels, only allowing for inspections of commercial properties. Single family home inspections cannot be supported beyond ADUs/ garages being inspected at the footing phase and at building final inspection in order to minimize potential for erosion and sedimentation after the project is completed. • As new infrastructure needs increase, the need for capital project management increases • Recently, the Stormwater Section has taken on new responsibilities that were previously being performed by the County. This has further stretched Section resources.
Specific Responses	<ul style="list-style-type: none"> • Complete comprehensive staffing analysis to identify all staffing needs • Provide for 2-4 dedicated staff members to perform stormwater system maintenance • Bring CIP project management inside the Stormwater Section, adding two project managers.

CLOSING REMARKS

The Flagstaff Water Services Strategic Plan 2025 established stormwater as a critical issue and outlined the high-level challenges and responses. This strategic plan provides a more detailed picture of the values, standards, and major issues facing Flagstaff and the Stormwater Section in the near future. Given the accelerating impacts of climate change, the cumulative increase in hardscape from development, and the increasing frequency of wildfires, stormwater risks continue to rise, especially in older neighborhoods and those areas not enhanced by the Rio de Flag stormwater project. This is a highly visible problem in the City, and the impacts of climate change are dynamic. The Stormwater Section must have the skills and resources to provide the appropriate planning, analyses, customer service, and flood response the community needs.

Strategic Objectives

The Strategic Objectives in this plan highlight the need for the Stormwater Section to clarify services levels for individual property owners or homeowners, provide greater support for individual structure flood proofing, proactively address the flooding risks created by wildfires, put greater emphasis on understanding storm footprints, enhance the CIP project criteria and priority setting, and improve system maintenance. Supporting new and infill development has been a major focus of the Section, however, this can be enhanced with better communication about the efficacy of stormwater codes and BMP's, and when possible, doing more to help developers provide greater stormwater protections at a lower cost. In conjunction with this strategic plan, the Stormwater Section will strive to enhance its communications, including communicating the logic behind stormwater standards, emphasizing the most pressing problems, and making compelling arguments for investment.

Increasing Impacts and Investment

Given the accelerating impacts of climate change and

the cumulative effects of development, investment in stormwater planning and mitigation will increase. Consequently, the Stormwater Section's ability to develop clear standards, collect and analyze the appropriate data, and make compelling arguments for investment will be critical.

Ongoing Strategic Plan Communications

The Stormwater Section will continue to communicate and discuss the issues in this Strategic Plan with the City Council, city management, and the community, especially the financial implications of proposed solutions and the ramifications of failing to act.

NEXT STEPS AND ACKNOWLEDGEMENTS

Brief the Water Commission and City Council on this Plan, identify staff champions for each Strategic Objective, establish an implementation process, and provide progress updates every six (6) months to Water Services Division Staff and City Management.

Water Services Management Team

Brad Hill, Acting Water Services Director
Gary Miller, P.E., Water Services Engineer

Stormwater Program

Ed Schenk, R.G., CFM, Stormwater Section Manager
Doug Slover, P.E., CFM, Stormwater Project Manager
Sharon Masek Lopez, Stormwater Project Manager
Chris Palmer, CPESC, Stormwater Project Manager
Chase McLeod, CFM, Stormwater Project Manager
Joe Almendarez, Stormwater Maintenance Supervisor
Paul Wolf, Stormwater Maintenance Operator
David Landavazo, Stormwater Maintenance Operator

Facilitated by:

John Ruetten – Resource Trends, Inc.



To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 01/25/2023
Meeting Date: 01/31/2023



City Manager Report

Information Only

These reports will be included in the City Council packet for regularly scheduled Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization.

Attachments: [City Manager Report](#)
[IT Monthly Report](#)
[Water Services Monthly Report](#)
[Sustainability Monthly Report](#)

City Manager's Report

January 28, 2023

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are intended to be informational, covering miscellaneous events and topics involving the city organization. Updates attached to this report include the December updates from IT and Water Services, and the January update for Sustainability.

In no particular order ...

Fire Department

- Significant reports included a train and vehicle collision, structure fire at Green Tree Inn, and with all the snowy weather of late, a head-on vehicle collision and a vehicle rollover. Most unfortunately, we have had another train/pedestrian collision.

Police Department

- Patrol responded to many weather-related calls for motorist assists, minor collisions, and parking issues in snow play areas and some community neighborhoods.
- Welcome to the Police Department's newest Police Chaplin Pastor Brian Spencer!
- The Department celebrated National Law Enforcement Appreciation Day with a nacho bar in honor of FPD staff members dedication to serving the Flagstaff community.
- Congratulations to Officer Zachary Knoepfel for the award of the lifesaving medal! This award was in recognition of Officer Knoepfel's efforts when responding to a medical call for a man who had collapsed and was not breathing. Officer Knoepfel administered CPR until the medical staff arrived and administered medications. The patient has recovered!



Public Works

- The solid waste team is working on a list of goals and objectives for calendar year 2023 in collaboration with the new Section Director, Evan Tyrrell. This effort will help inform the ongoing budgeting process as well as opportunities for improvement related to modernization, efficiency, optimization, public relations, and waste diversion efforts and initiatives.

- Public Works welcomed a new Administrative Specialist Lynette and Project Manager Jarrett to the team!
- The work on the landfill green waste pile has commenced.
- Speaking of Solid Waste, the team has been servicing a handful of snow play bins at Kendrick Park, Peaks View, Thorpe and Lone Tree to help keep the community clean.
- And a hearty congratulations to Scott Overton on his promotion to Public Works Division Director! Scott has been part of the City of Flagstaff as a City Councilmember and staff member since 2006. His experience as a construction business owner, contractor, trades instructor, and operator provide him with great skills and knowledge related to the day-to-day operations of Public Works.

Scott's ascension into the leadership of the organization has been fun to watch. He is a valued member of our Leadership Team, the Budget Team, EUROW, and of course he heads up the Facilities Team. An active participant, his input and perspectives are greatly valued. Scott shared the following sentiments with us about his promotion:

"Serving as the Public Works Director over the past year has been a great experience and mix of my education, experiences and career paths rooted in service to the community. These experiences and the mission to deliver essential services for our residents, fostering a skilled and talented workforce of leaders, maintaining complex infrastructure and continuing to build on the relationships that are established are keystones to success for Public Works. I look forward to working with this solid group of professionals and am thankful for the opportunity to lead a great division, thank you."



Miscellaneous Updates

- On the topic of filling vacancies, we are conducting two more interviews for the vacant Deputy City Manager position – a vacancy that has been in place for nearly a year. The amazing work of our Interim Deputy City Manager, Heidi Hansen, has enabled us to continue with the rigors of our day-to-day work in addition to the many projects of which she has been involved. We hope to fill this position in the near term, but at the same time, we are grateful to Heidi for her leadership. Subsequent to these final interviews, which will conclude early this week, we will have a Meet and Greet with our finalists on February 10th, 3-5pm.
- On January 27th I attended the Coconino Plateau Water Advisory Council (CPWAC) as chaired by Vice Mayor Aslan. An update was provided on early bills pertaining to water (thank you, Sarah Langley). All focus will be on the Groundwater Rural Management Area legislation that is currently being introduced. Expect this legislation to come your way once it has been thoroughly analyzed. The city has

supported such legislation in recent years but nothing has been enacted ... yet. Stay tuned.

- We met with Colonel Balten with the Army Corps of Engineers on Friday, January 27th. Thanks to Christine Cameron and Bryce Doty for participating. It was a great meeting with updates regarding real estate acquisitions, timeline, and next steps, all related to the Rio de Flag drainage project.
- I attended an FDBA Board meeting on the 26th. A presentation related to the Holiday festivities and successes was enjoyed, and our PROSE team had a couple members present to discuss the city's role in these events. Thanks to Haley Reynolds and her team.
- Our Budget Team has been very busy formulating the agenda for upcoming Budget Retreat on February 2nd and 3rd. A special shout-out to Heidi Derryberry for her hard work. The agenda will be provided shortly.
- We will be reaching a consultant agreement with Jim Huchel to continue to assist the city on the many projects of which he is involved, as he is off to Hawaii to commence a new position working in the private sector. We will be recognizing him for his efforts on February 8th (thank you Councilmember Sweet for organizing a get-together).
- I attended the UWNA Board meeting on January 18th. Stay tuned for news related to a new Executive Director.
- We continue to have fruitful discussions with stakeholders and City staff related to John Wesley Powell corridor. The group last met on January 18th.

That's a Wrap! Thank you.



MONTHLY REPORT

December 2022

"Our purpose is to provide you the secure tools to make your job easier tomorrow than it was today."

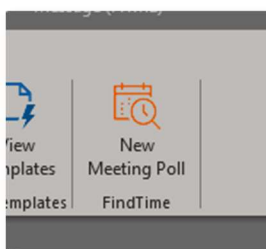
Division of IT Mission



Tech Tip – Outlook, Find Time — By Paul Santana

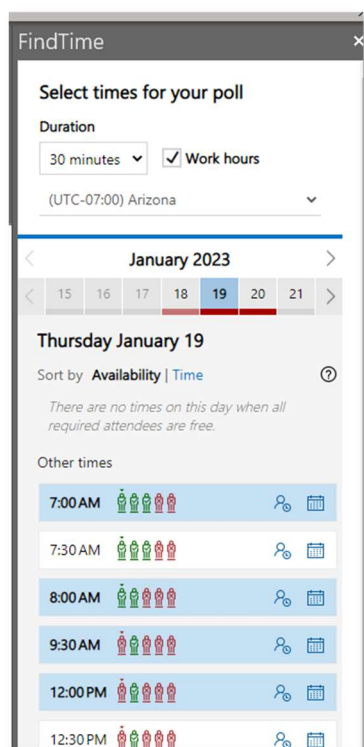
Find Time

If you find yourself needing to schedule a meeting with people outside of our organization, or just want to give meeting attendees multiple meeting time options, Outlook has a feature called **Find Time** that makes this process simple.



All you need to do is generate a new email, populate your attendees, then click on the **New Meeting Poll “Find Time”** button at the top.

The Find time menu will pop up on the right of your screen. Here you can select your meeting duration and day(s) as well as view availabilities. It will automatically check the availability of all meeting invitees within our organization and show you potential available meeting times.

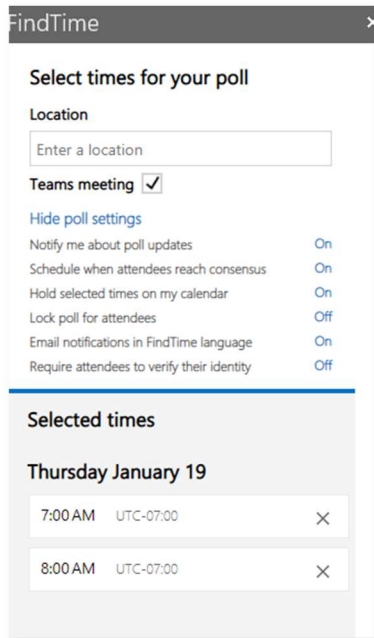


You can select multiple time slots to give attendees options to choose from, and easily see availabilities of everyone within our organization to select the most available times.

Although you will not be able to see availabilities of attendees outside our org, they will receive an email listing the time slots you’ve preselected so that they can vote on the time(s) that work best for them.

Once you’ve selected your meeting times, click on **Next** at the bottom to move on to the next step.





FindTime

Select times for your poll

Location
Enter a location

Teams meeting ☒

[Hide poll settings](#)

Notify me about poll updates ☐ On

Schedule when attendees reach consensus ☐ On

Hold selected times on my calendar ☐ On

Lock poll for attendees ☐ Off

Email notifications in FindTime language ☐ On

Require attendees to verify their identity ☐ Off

Selected times

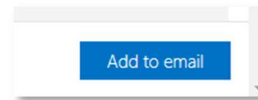
Thursday January 19

7:00 AM UTC-07:00

8:00 AM UTC-07:00

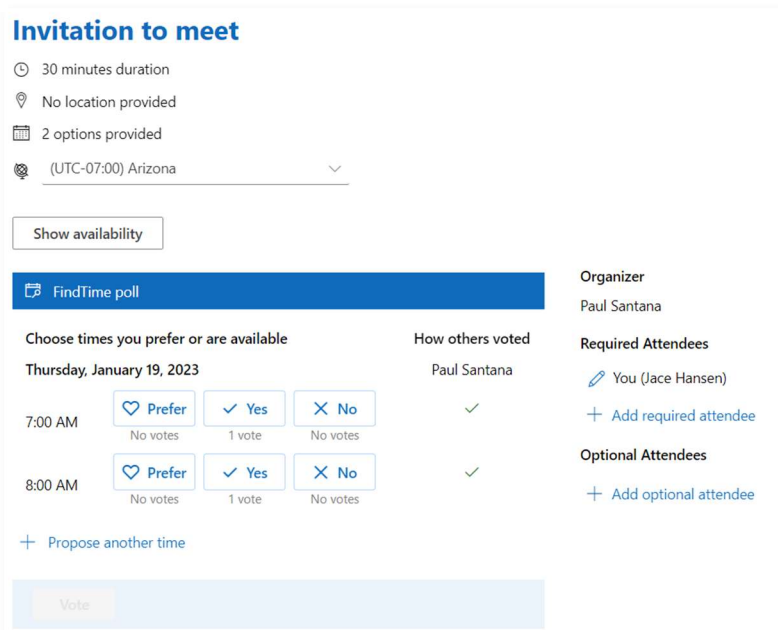
Now you can enter a meeting location (note that Teams virtual meeting is an option as well) and toggle on/off whatever poll settings you would like.

Once you're ready click the **Add to Email** button at the bottom.



Add whatever text content you would like to the bottom of your message, then send your email.

Please note: once you send the email, all of the times you selected will automatically be blocked out on your calendar, pending final poll results.



Invitation to meet

🕒 30 minutes duration

📍 No location provided

📅 2 options provided

🌐 (UTC-07:00) Arizona

FindTime poll

Choose times you prefer or are available

Thursday, January 19, 2023

Time	Prefer	Yes	No	How others voted
7:00 AM	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	✓
8:00 AM	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	✓

[+ Propose another time](#)

Organizer
Paul Santana

Required Attendees
[You \(Jace Hansen\)](#)
[+ Add required attendee](#)

Optional Attendees
[+ Add optional attendee](#)

When your attendees receive your email all they have to do is click on the meeting poll link embedded in the email and then select the time(s) that they prefer.

They have the options to vote on their **Preferred** time, select **Yes** for a time they *can* meet, or select **No** if they are unavailable.

Unless you modified the poll options to opt out of notifications, you will receive an email notice for each person that completes the poll, as well as a final poll email once a consensus has been met.

Find Time then schedules the meeting for the winning time and removes the other time slot holds from your calendar.



Staff Spotlight

Beth Verstraete – Communications Administrator



What does Beth do?

Beth manages all of our communications technology. This includes phones, email, Teams messaging and more. She ensures you have the right tools to communicate effectively.

How did Beth make your job easier this month?

Beth implemented a change to Teams so staff can use a call in number as part of a Teams meeting. This has been a widely requested feature and is now available to all staff.

What is Beth working on now?

Beth is working on a new solution to integrate our phone system with common tools such as Teams. This could save us money on physical phones for those who prefer using Teams.

She is also working on scheduling options for reserving open desks at City Hall or other facilities where there are shared office spaces.

Get to know Beth.

“I have always been environmentally conscious even before it became a top priority of governments. Probably can attribute this characteristic in my personality to two things; the don’t be a litterbug campaign of the 70s (I still remember the crying Native American and I tear up thinking about him still) and a class assignment to read Rachel Carson’s book, *Silent Spring*.

One of the quotes that resonates with me is attributed to Franklin Roosevelt, *‘A nation that destroys its soils destroys itself. Forests are the lungs of our land, purifying the air and giving fresh strength to our people.’*”

-Beth Verstraete



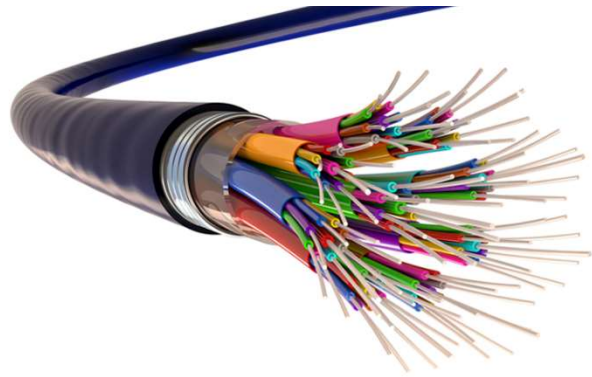
Major Project Updates

Fiber

Fiber Project Starting Soon!

We are working on starting construction of a fiber project connecting City Hall to our existing fiber at Butler/Beaver. This fiber will also connect the Visitor's Center, a Butler Pedestrian Crosswalk and interconnect us with NAU.

We recently worked with Lumen to collaborate on some conduit as part of this project. Big thanks to Lumen for being willing to accommodate our needs.



Police Department IT Support

Intergovernmental Agreement

Work continues between the City of Flagstaff, Coconino County and NAU to fine-tune the Intergovernmental Agreement. City, County and NAU are finalizing the language and we hope to bring this to Council on March 7.



Problems Under Review

No Major Problems in December!

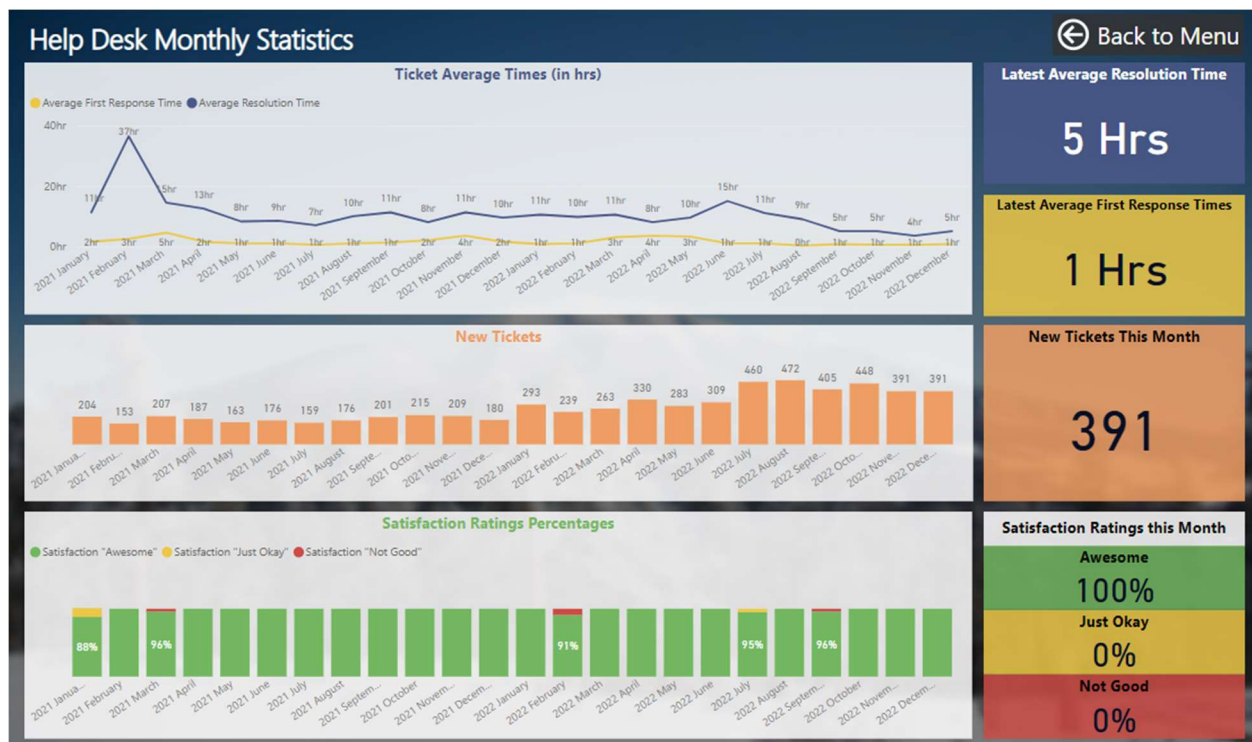


Program Accomplishments

Help Desk

Incoming tickets for the month of December came in once again at **391 received**, with **298 resolved**. Our average response came in at about 45 mins, and our average ticket resolution time was just over 5 hours.

Customer Satisfaction for the month of December remains at 100% Awesome!



Program Accomplishments

Applications

Microsoft Endpoint Configuration Manager (MECM) and PXE Booting

Our team just completed a four-month project to enable advanced features at PD that allows our staff to quickly image new computers. This technology automates the manual process from one day to one hour. Now we don't have to drive computers to City Hall to have them imaged; we can image at our workbench at PD. This increases our efficiency as we gear up for migrating the Patrol and FD devices to the COF domain in the next few months. Adam Zwebti, Bill Ragan, Jon Damico, Brandon Ross, Alan Church, Dale Williams, Matt Kakert and Shawn Armour have all tirelessly contributed to this project. We were up against such perplexing issues that we almost gave up several times, and if you know us folks in IT, we don't give up easily 😊 Major thanks to the IT team for their persistence on this incredible win!

Jon and Bill created 2 new subnets and DHCP pools on those subnets which provide a massive increase in addressable space for devices, solving a bottleneck in our previous level of service.

Boundaries 37 items

Search current node

Icon	Boundary	Type	Description
	10.0.0.0/24	IP address range	Servers
	10.0.0.0/24	IP address range	Server Management
	10.0.0.0/24	IP address range	City Hall Imaging
	10.0.0.0/24	IP address range	DMZ
	10.0.0.0/24	IP address range	COF-PD WiFi
	10.0.0.0/24	IP address range	WSABI
	10.0.0.0/24	IP address range	Police Department
	10.0.0.0/24	IP address range	LEAF Imaging

While testing the Windows 10 Task Sequence, Adam and Dale discovered that we need to replicate more content out to the PD Distribution Point to satisfy imaging requirements. Most notable, driver packages at approximately 120GB of disk to be dedicated. Adam created simple PoSh script to easily poll any domain-joined computer for free disk space:

```
1 $Computer = Read-Host "Enter Hostname"
2
3 Get-CimInstance -Class Win32_LogicalDisk -Computer $Computer | Select-Object -Property DeviceID, @{ 'Name' =
  'FreeSpace (GB)'; Expression= { [int]($_.FreeSpace / 1GB) } }
```

The PD Distribution Point before replicating content, confirming there is enough space:

```
PS C:\Users\azwebti\OneDrive - City of Flagstaff\Desktop> .\checkDiskSpace.ps1
Enter Hostname: LEAF-0001-0001

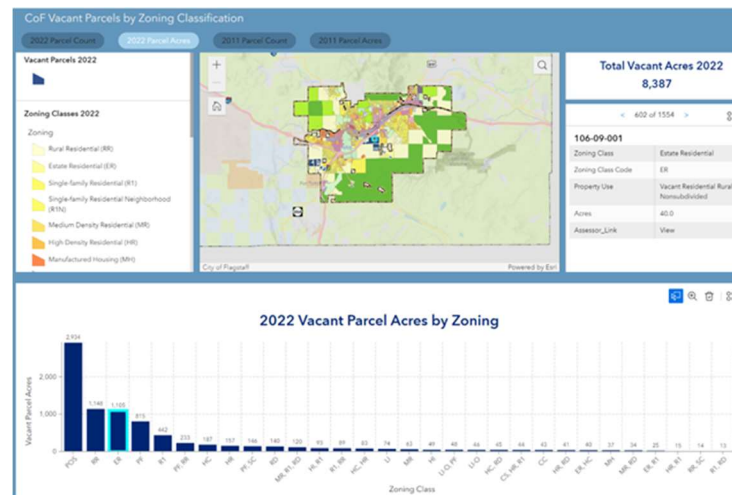
DeviceID FreeSpace (GB)
-----
C:        82
D:        413
Z:        0
```



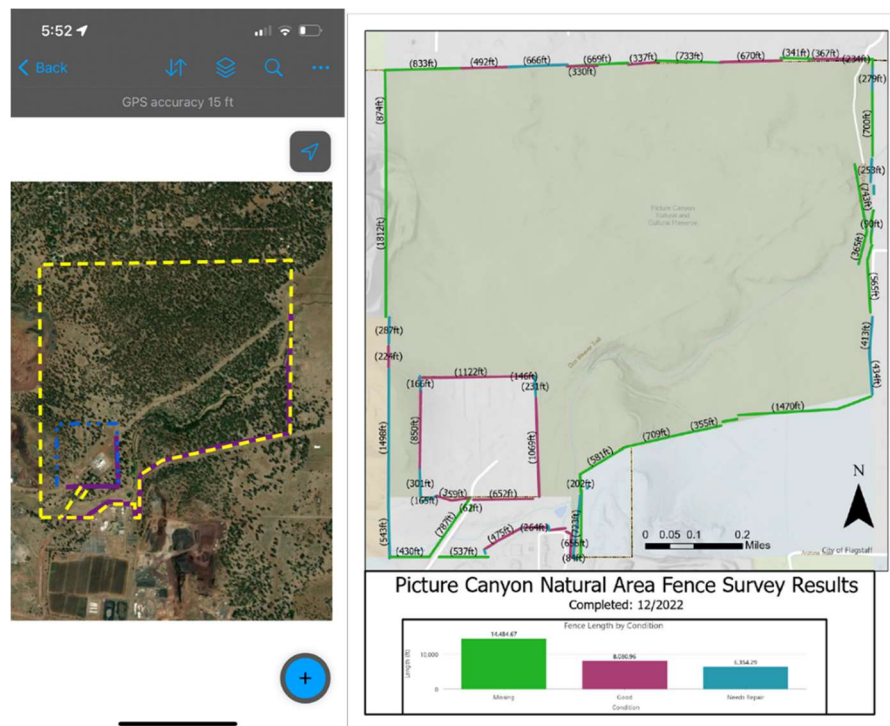
Program Accomplishments

GIS

This month, Tiffany Finke created an online mapping application to examine how the City has developed between 2011 and 2022, by looking at vacant parcels in different zoning types. This analysis helps show where growth has occurred, and can help determine future growth patterns. Check out the app [here](#).



Kim Gifford helped PROSE by creating a field data collection application to conduct a fencing inventory at Picture Canyon. This app can be used on a phone to collect GPS data, and can be taken offline for use without cell service.

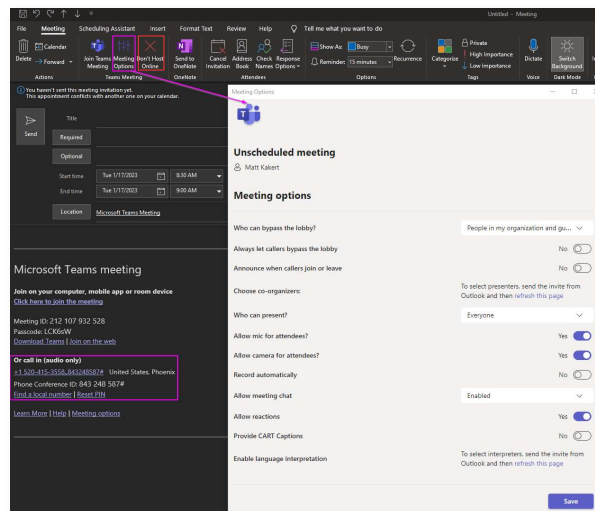


Program Accomplishments

Operations

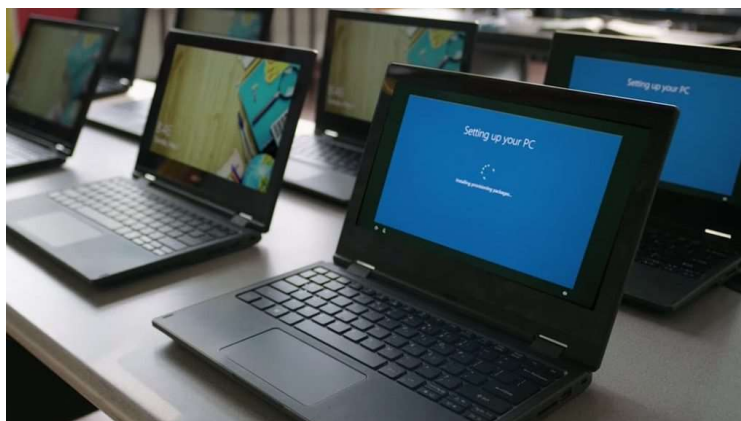
Communications

Beth has managed to enable Teams phone conferencing for all city users with a new product offering from Microsoft. This means that all users, instead of a select few previously, can attach a phone call in number to any teams meeting they create, enabling anyone to call in with a phone call instead of having to use a Microsoft Teams app. A screenshot below shows how to enable/disable or change the options with this. **This has been a popular request, so we are thrilled to bring this functionality to everyone.**



Systems

Jon has been working in tandem with our applications team (Adam) and Help Desk (Brandon & Dale) for **months** on the ability image computers at the LEAF building. This month they were able to make this a reality. This functionality allows Help Desk and Applications team to image and deploy new devices at LEAF for our PD folks without the need to transport back and forth from City Hall, saving time and resources. **Great job, everyone!**





December 2022 Update



BOND NEWS!

Prop 441 passed with 75% approval. Thank you, Flagstaff!!



WATER COMMISSION

December Agenda:

- Frances Short Pond Dredging – Ed Schenk
- Wastewater Update on Projects – Jim Huchel
- Project/Issues Tracking Dashboard – Brad Hill, Lisa Deem, Erin Young

RETIREMENT

A fond farewell to Debby Valencia, who retired on December 2 after 25 years with the City. Thank you for a job well done, and good luck as you embark on your new chapter of life in Colorado!

RECRUITMENTS

- Recruitment has begun for an Administration Specialist to replace Debby Valencia.
- Three people applied for Regulatory Compliance Manager; interviews will be held this month.
- The SCADA OT Specialist position is now open to applicants.
- Wastewater Collections had two candidates decline job offers due to low pay.
- Wastewater Collection hired Jeremiah Magana to fill one of their two vacant Water Services Operator positions. He will officially start on January 9, 2023.
- Water Distribution hired Chavez Nakai Jr. to fill one of our three open vacancies for a Water Services Operator. He will officially start on December 27, 2022.



ENGINEERING

- The code revision for Recapture Agreements with Coconino County is coming before City Council.
- We are investigating applying for a Forest Service permit to install a new water storage tank at an old inert pit site. There is a NEPA process and submittal of design plans needed.
- The US Forest Service general permit expires in two years. Renewal will include potential revisions to Waterline Road to Inner Basin and Red Gap Ranch.
- Capital plans for FY24 are currently in development.
- Staff are working on a solicitation for a Facility Master Plan and Water Master Plan.

REGULATORY COMPLIANCE

- Jolene Montoya presented a workshop on fats, oils, and grease at an event hosted by AZ Water Association, bringing together around 100 professionals from across the state to learn from each other and network.
- Staff is wrapping up sampling and inspections for the year.
- Our new Wastewater lab techs Rachel Torrey and Aidan James Stills passed their WWT grade 1 operator exam.
- Krista Snow, Water lab supervisor, passed her WWT grade 3 operator exam.
- The follow up from Lake Mary Water Treatment Plant's sanitary survey is complete and submitted to ADEQ. Brian and his crew did an excellent job of fixing and documenting the minor issues that were found.



SCADA INFORMATION SYSTEMS

- The SCADA GIS team received an award from Cityworks at the Innovate Conference for Excellence in Departmental Practice. Congrats!!
- The Cityworks contract is under renewal. This is our asset management system.
- SCADA equipment for Lake Mary II tower has come in. We're now waiting for foundation to cure before continuing work. Warehouse tower equipment is also due.
- Shawn McKee is moving to SCADA from Wastewater as our electrician. Staff is working with Troy to keep migration smooth.



**GO TEAM
FLAGSTAFF!**



STORMWATER

- Proposition 441 passed by a wide margin! A portion of this bond is for \$26M of stormwater and flood control improvements in the Spruce Wash watershed (2019 Museum Fire burn area). Design is underway in coordination with Public Works and Water Services Engineering.
- Stormwater rate discussions will continue in January, with extensive public outreach underway.
- The Schultz Creek Flood and Sediment Detention Basins are complete, including safety rail. Much gratitude to our partners including Public Works, Grants and Contracts Management, NRCS, and DFFM.



- Staff is ramping up for grant opportunities with state and federal agencies in 2023.
- Projects in progress: Stormwater design manual, Stevanna Way detention design, Shadow Mountain detention basin design (currently at 30%).
- A bathymetric study has been completed for Frances Short Pond. After recent storm flows, it will need dredging. Staff are analyzing fill to determine best disposal of dredged material.
- The Stormwater Strategic Plan is in progress, modeled after the Strategic Plan 2025 brochure layout. Ralph Schmid and Creative Services are working on this.
- The Stormwater Credit Manual was updated by Resolution on November 15. This updates the 2015 version to increase opportunities for rate credits.
- Chase McLeod passed his Certified Floodplain Manager (CFM) test and will join Ed and Doug as a CFM for the City's FEMA floodplain management program.

COLLECTIONS - WASTEWATER AND STORMWATER

- The TV van is getting some much-needed new software.
- Staff conducted a final walk-through for Coconino Estates Improvements - Phase 1.
- The chain link fence protecting basins near Siler homes has been vandalized; we're looking for a contractor for repairs.
- Stormwater crews are in the process of cleaning catch basins and open channels.

WATER DISTRIBUTION

- Service calls remain steady and mostly consist of turn ons and turn offs, and a few minor leaks. No main breaks in the past two weeks. The last one was at 101 S. Park St, with a '60s-era cast iron pipe.
- Meter supply shortages are impacting our order from last June with an expected March 31 delivery date. Our current supplies are low.
- Reclaimed water was turned on for Snowbowl at midnight on November 1.
- Trimble pressure sensing units received some much-needed attention recently. A big thank you to Corryn Smith, Information Systems Administrator. Alerts have been set up for pressure variances in the Continental, University Highlands, and Linda Vista pressure zones.
- Staff completed a Sunday night double saddle replacement on W. Mountain Dr. in Cheshire. A higher number of saddles on Mountain between Fremont and Peakview have been replaced over the years.
- There were multiple days of Pipeline Fire/Flood related work, including picking up pallets of sandbags from the Coconino Estates neighborhood. We also removed barricades, sandbags, and Tiger Dams from the Northwoods Apartments on Fort Valley Road. Slightly warmer nighttime temps allowed the ice in the Tiger Dams to melt so that we could pump them down. The residual water left after pumping adds significantly to weight, making this hard, strenuous, and dirty work.
- Lucas Staires and Jared Bohn passed their ADEQ Grade 4 Water Distribution.
- Jesse McKerracher passed his ADEQ Grade 1 Water Treatment certification.

WATER PRODUCTION

- Water consumption across the city is around 6 million gallons per day. Upper Lake Mary is at 21% capacity, hitting our target for this time of year.
- Sedimentation Basin Project is ready to be advertised. This was the number one priority identified in the 2014 facilities assessment. Higher cost considerations stalled the project for a few years, but we are now hopefully ready to move forward with this critical infrastructure rehab.
- Backwash Tower Painting project has been pushed out to spring of 2023.
- ADEQ dam inspection went well. The Upper Lake Mary Dam investigation report noted there were no cracks found in the earthen part of the dam.



- Thanks to the efforts of Water Production Maintenance and SCADA staff, our Woody Mountain #7 well now has a new flow meter, new human machine interface (HMI), controls, and communication.
- The task force working on the Inner Basin Waterline and Road project damaged in the Pipeline Fire will be meeting weekly, after a successful kickoff meeting with partners – USFS, Jacobs, DEMA, FEMA. USFS personnel are siting for a materials storage location in Schultz Pass. DEMA is talking about pipe upgrades, as the original concrete pipe is not available due to supply issues. Drone footage was reviewed, and consultant contracts will come in front of council in January, with David Pederson as project manager.



WATER RECLAMATION PLANTS

- Staff is meeting with the consultant for reclaimed flow modeling.
- Jim Huchel, Water Reclamation Manager, is on the ADEQ committee to determine licensing and testing criteria for Direct Potable Reuse (DPR). Staff is considering participating in the pilot, which will count toward credit for certification.
- Winter GEO bag operations have begun, as a means of transferring reclamation solids to the landfill.
- Arizona Snowbowl is taking reclaimed water for snow making as of November 1, in accordance with their contract.
- Conduit is being laid for gate controls and fiber runs at both reclamation facilities.
- Reclamation plants are still waiting on anoxic mixer equipment; anoxic mixers won't ship until January.
- Staff is in the process of refitting the facility tool rooms.

WATER RESOURCES AND CONSERVATION

- A vendor has been selected for the Rate Study, to be paid for with Water/Wastewater and Reclaimed Water funds.
- A drilling site has been selected for the next water well; staff is reviewing options for bid proposals.
- Staff is working with local groups to move forward with an advanced treatment pilot project for reclaimed water re-use.
- Staff performing consultations with businesses to incorporate energy efficiency fixtures.
- Staff is in discussions with local retailer to promote the sale of low-water plants.
- Home Energy Efficiency 101 Workshops, in partnership with Sustainability, are scheduled through March.
- Staff talked to 337 people about water conservation practices while tabling at the Sleigh Holiday Market at City Hall.



Sustainability Division

Month in Review: January 2023

HOT TOPICS:

- The Climate Team will welcome two new staff members in February:
 - Genevieve Pearthree will start as the Resilience Analyst on February 6th. Genevieve is currently a planner in the Community Development Division, and so will bring a wealth of knowledge about planning, zoning, working with developers, and the development review process. Genevieve will lead our collaborations with the Planning Section, our business engagement work, and both internal and external resilience planning. We are positively thrilled about the ability to bring someone onto the team who has so much relevant, City planning experience.
 - Christian Hernandez will start as the Clean Jobs and Workforce Development AmeriCorps VISTA member in mid-February. This is a new VISTA position on the Climate Team that will focus on building partnerships and collaborative projects in clean job workforce development. Christian will focus specifically on jobs and skills related to building electrification and electric vehicles.
- HEPA Air Filtration Initiative receives an additional \$7,000 in grant funds. Thank you to the Fire Adapted Communities Learning Network and APS for the continued support of this important service.

Climate Action

Community Resilience:

- The Climate Resilience Project:
 - Hosted a “**work session**” in December to explore how observing nature can be used as a tool for understanding climate change and finding meaning in our present moment. This workshop was led by Mark Hinline, author of *Ground Truth: A Guide to Tracking Climate Change at Home*.
 - Hosted a “**climate conversation**” in January to learn about the process of removing carbon dioxide from the atmosphere with expert Dr. Jennifer Wade. Small group dialogue focused on the promises, and challenges, of carbon dioxide removal and why this new technology is a critical part of climate action.
 - Is now offering a book club in partnership with *Coconino Community College*! Each month we will discuss a chapter from *The Community Resilience Reader*, which combines a look the essential tools of resilience with the wisdom of people working on the ground. The book club is now free and open to any member of the public regardless of CCC affiliation.

Equity and Engagement:

- The climate team engaged directly with 124 people in December and January.
- Climate Advisory Groups:
 - Business Climate Advisory Group (BCAG):
 - In December, BCAG welcomed representatives from APS’s Business Solutions Program to discuss commercial energy efficiency rebates.

- In January, BCAG defined its top priorities – business certification and resilience building – and began developing a workplan to assess potential business certification tools and partnerships.
- The Youth Climate Advisory Group (YCAG)
 - In December YCAG welcomed new members, presented at City Council, and hosted a winter youth event, Cookies and Climate.
- The Equity Climate Advisory group (ECAG):
 - ECAG had their second meeting in December. Staff provided Advisory members an overview of the programs and services the Sustainability Office offers. The ECAG brainstormed many ways for FSO to increase their presence and reach more diverse audiences. With this information, they are working on creating goals and outcomes for their term as a group.
 - In January, staff provided Advisory members with an overview of three Food programs and services the Sustainability Office offers. The group provide input and ideas to increase inclusion, diversity, accessibility on food programs and outreach strategies.
- Flagstaff has been named a leader in environmental action and transparency in 2022. The CDP listed the City of Flagstaff as one of 122 A-List cities across the globe demonstrating climate leadership through concerted and effective action.

Building Fuel Switching and Reduced Energy Use:

- The Home Weatherization Rebate Program has distributed \$38,000 to residents to incentivize home weatherization and electrification. This amount represents 190% of the program's ongoing funding, distributed in the first 6 months of the fiscal year. Supplemental funding is available this year due to funding from the American Rescue Plan Act.
- Home Energy Efficiency workshops:
 - 7 community members participated either virtually or in-person during the workshop hosted on 1/10/2023. Additionally, 2 people participated in the stand-alone course to receive their DIY kits.
 - We have planned multiple workshops this winter; next workshop is scheduled for 1/31/2023.
- Staff spoke at Brightside Bookshop as part of their Climate Solutions Series, on *Hope and Climate: Electrification & Neighborhood Resilience*.
- Staff have begun development of the Flagstaff Home Energy Retrofit Program, which will provide free or deeply subsidized home energy improvements to low-income and vulnerable households. This Program was funded by a \$750,000 Community Project Funding Grant, through federal Omnibus spending legislation. Staff are currently conducting an Environmental Review in accordance with federal requirements and working with the Department of Housing and Urban Development.

Community Stewards and Litter Prevention

- January Litter and Winter Snow Play Cleanup Data:
On January 10th we hosted our first Winter Snow Play Clean-Up of 2023. A total of 6 people joined together for about an hour to pick up litter and broken sled pieces from a popular snow play area. The partnership between the City of Flagstaff, Coconino National Forest, and

Coconino County resulted in a successful event, where a pile of broken sleds were removed from the snowy grounds and properly disposed of. Another clean-up is scheduled for 1/31/2023.



Number of clean ups	1
Bags of Recycling	1
Bags of Trash	2
Number of People	6
Service Hours	6

Engage, Empower, Elevate: The Engage, Empower Elevate program has provided the CATS team with grant funding to employ unsheltered and housing-insecure individuals. These individuals help keep Flagstaff Beautiful by removing litter throughout our community. CATS has implemented the programming for which they received the initial \$30,000 grant.

Number of clean ups *weather disruptions	8
Bags of Recycling	28
Bags of Trash	124
Number of People	41
Service Hours	21

Stream Stewards: The Sustainability Office, The Friends of the Rio, and Water Services collaborated on a 5-year plan for the Stream Stewards Program.

Food Systems

- Staff are currently in the procurement process for selecting vendors to carry out work outlined in the newly awarded USDA grant, Assessing and Growing a Sustainable Community Food System which is set to begin in January of 2023.
- Staff have participated in several strategic planning sessions for the Green Schoolyards Initiative which includes surveying of 15 FUSD school sites in 2023 to better understand opportunities moving forward.
- Sustainability is partnering with Flagstaff Foodlink and University of Arizona Cooperative Extension to provide an info session and application workshop for the AZ Agricultural Workforce Development Program that supports beginning farmers and ranchers through apprenticeships. The event will take place on February 15th from 4:30-6:00 PM at the Downtown Community Library.
- The Sustainability Office is excited to welcome Natalie Pierson as the 2023 – 2024 Sustainable Food Systems VISTA. Her term of service started on January 17th, 2023.
- Jacob Raatz completed his Sustainable Food Systems VISTA AmeriCorps term in mid-January. We are deeply thankful to Jake for his year-long volunteer service. Jake will continue to support FSO programming by assisting the energy program.

Materials Management

- Staff is currently applying for an EPA Solid Waste Infrastructure for Recycling (SWIFR) Grant for approximately \$2.5 million. Funding would be used to support an industrial composting facility and commercial composting pilot program.
- The TreeCycling curbside pick-up program diverted over 14,800 lbs. of Christmas trees from the landfill throughout January. Waste diversion statistics from the three drop-off locations are still being calculated. Trees will be chipped and used as mulch for Parks projects throughout Flagstaff. Thank you to our partners in Solid Waste and PROSE for making this program possible!
- Staff launched a waste consultation program this month. The current focus is to ensure that all municipal buildings have recycling services and infrastructure (indoor bins/signage/new employee education) to support recycling for staff. The Downtown Library, Public Works, and the Hal Jensen Recreation Center have received consultation services this month.
- Staff are working with several schools to improve their recycling and waste reduction programming through the creation of waste plans and increased receptacles in classrooms. An NAU public health capstone group just completed their intervention at Flagstaff Junior Academy which included composting behavior change.

Sustainability Commission

- The Sustainability Commission did not meet in the month of December.
- Next meeting: Thursday, February 23rd, 2023, 4:30 PM - 6:30 PM
- The Sustainability Commission selected recipients for the FY22-23 Neighborhood Sustainability Grants, totaling \$50,000 in grant awards for community members. Grant awardees have been contacted by staff and payments to recipients have begun.

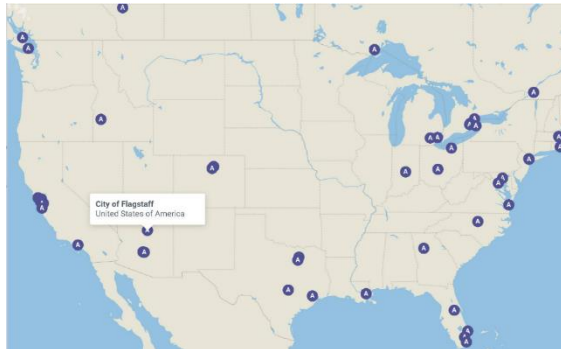
Upcoming Events

- 2/15, 4:30 pm, Downtown Library: [AZ Ag Apprentice: Info Session & Application Workshop](#)

- 2/16, 6 pm, Sustainability Office: [Home Energy Efficiency 101 Workshop](#)
- 2/23, 5:30 pm, Downtown Library: [Growing Resilient Neighborhoods](#)
- 2/28, 4 pm, Downtown Library: [Youth Climate Circle](#)

Social Media

- In January, our Facebook posts reached **4,417 people**.
- Our top January top **Facebook** post was about Flagstaff being named a global leader in climate action. This post reached 1,910 people.



Flagstaff has been named a leader in environmental action and transparency in 2022 🌟

🌍 The CDP listed 122 A-List cities across the globe demonstrating their climate leadership through concerted and effective action and are taking 3 times as many mitigation and adaptation measures as non-A List cities.

Learn more about what it takes to be an A-List City here: <https://www.cdp.net/en/cities/cities-scores>

- January's top **Instagram** post was a video about our Christmas tree recycling service. The educational video demonstrated how, when, and where to drop off trees. This post received 169 likes!



We want your trees!! 🌲 🌲

The City of Flagstaff is proud to provide a Christmas tree recycling service throughout January! Trees collected through the program will be chipped for mulch projects throughout city parks. ♻️

Bring trees to the following locations:

- Thorpe Park Annex - 419 N. Mogollon St.
- Jay Lively Activity Center - 5700 E. Old Walnut Canyon Rd.
- Continental Sports Park - 1650 N Turquoise Dr

****Please do not climb into or on top of the bins! Trees can be placed next to the bins if you are unable to load them safely.**

Drop-off locations will remain until January 23rd.

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Jack Fitchett, Business Attraction Manager
Date: 01/18/2023
Meeting Date: 01/31/2023



TITLE:

Economic Development - Year in Review 2022

DESIRED OUTCOME:

This presentation is a brief introduction and update on the City of Flagstaff's Economic Development Program from the year 2022.

EXECUTIVE SUMMARY:

The Economic Development section led by Heidi Hansen, Economic Vitality Director and comprised of Community Investment Director David McIntire, Community Investment Administrative Specialist Creag Znetko, Business Attraction Manager Jack Fitchett, and Business Retention and Expansion Manager John Saltonstall will present their Year in Review of the City's Economic Development Program for 2022. The Economic Development Team will speak about recent awards, successes, incentive programs, marketing efforts, new initiatives, and sector expansions among other efforts.

INFORMATION:

This presentation will provide each team member the chance to present a few efforts, programs, and successes that occurred this past year. We look forward to this opportunity to inform and celebrate the below efforts and successes with Council.

- A brief overview of the Economic Development Team
- A 30,000 ft. introduction to economic development practices and key terms
- Highlight of key partnerships
- Business attraction highlights from 2022
- Looking to the future for attraction in 2023
- Business One Stop Shop (BOSS) Update
- High level overview of technology used by the economic development team (Placer A.I, Buxton Analytics)
- Brownfield Grants Update
- Moonshot at Northern Arizona Center for Emerging Technology (NACET)
- Marketing year in review and new website updates
- Business Retention & Expansion overview & incentives
- Workforce development

*** Additional information and data are provided in the attached presentation. ***

Attachments: [ED Presentation](#)

ECONOMIC DEVELOPMENT

City of Flagstaff

1/31/2023





Introduction

Our Small But Mighty Team

- 2.5 Full Time Equivalents
- John Saltonstall – Business Retention and Expansion Manager
- Jack Fitchett – Business Attraction Manager
- Creag Znetko (.25) – Brownfields and part of NACET
- Dave McIntire (.25) - Oversight and support across programs (occasional special projects)
- Partnerships – Moonshot, ECoNA, Coconino County other City Divisions and many more





Introduction

Economic Development – City of Flagstaff

- The Economic Development Program
 - Focuses on primary sector jobs (What is the primary sector?).
 - Works with retail and other businesses to help maintain a vibrant economy and reduce leakage (What is leakage?).
 - Seeks to grow diverse and stable economic base and jobs consistent with the Regional Plan and community values.



Introduction



<https://www.youtube.com/watch?v=DRPioDFGWRQ>



Awards & Key Partners

A Chance to Celebrate

- New Member of the Year – Arizona Association of Economic Development

Our Partners

- Economic Collaborative of Northern Arizona (ECoNA)
- Arizona Commerce Authority (ACA)
- Moonshot & NACET
- Workforce Development Board
- Coconino County



Business Attraction Incentives

Job Creation Incentive

- UACJ Whitehall Automotive Industries (Awarded \$25K)

Sustainable Automotive Sales Tax Rebate

- 40 Approved Applications
- Funding has Expired





Business Attraction – End of the Year Successes



- Year in Review

- Over 480+ new business licenses were issued this year!
 - Many of which were small business oriented
- Expansions from UACJ Whitehall Industries & Katalyst Space Technologies
- Name Brand Business Wins





Business Attraction - Looking Ahead

- 31.45-Acre Business Park adjacent to the Flagstaff Pulliam Airport
- The 177-Acre Northern Arizona Healthcare development
- There also are over 1800 acres currently in the development pipeline that are making their way through the City's planning process.
 - Commercial = 169.1 Acres
 - Institutional/Industrial = 405.52 Acres Mixed Use = 49.6 Acres
 - Residential = 281.13 Acres
 - Subdivisions = 906.58 Acres
 - Total = 1811.93 Acres
- 5000+ Dwelling Units are also navigating through the development process or are already under construction!



Business One Stop Shop

- Staff continues to work to create the Business One Stop Shop (BOSS) system that is being designed to help business owners and developers navigate the City's planning process.
- (Phase 1) The website's goal will be to provide information and tools to ease the overall development process, whether you are a first time business owner or seasoned developer.
- (Phase 2) Involves enhancing functionality so that businesses can track permits and understand where they are in the planning processes online.



Buxton Analytics

2021

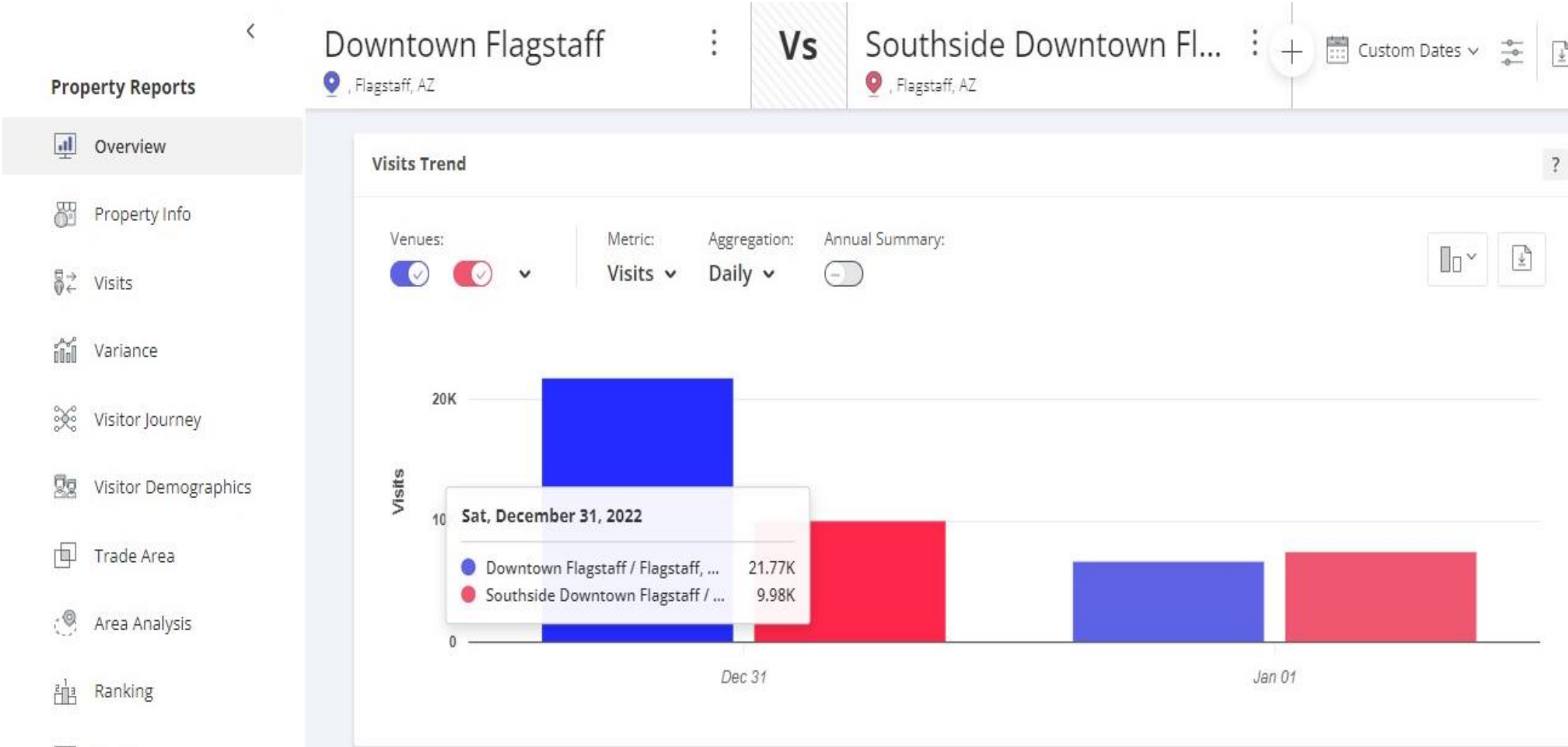
Employee Count	Count of Businesses
0 - 50	4,319
51 - 100	93
101 - 200	33
201 - 300	7
300+	11
Total	4,463

2022

Employee Count	Count of Businesses
0 - 50	4,488
51 - 100	59
101 - 200	32
201 - 300	8
300+	10
Total	4,597



Placer A.I. Analytics





Brownfields

Northern Arizona Property & Business Revitalization Program

- Funding Still Available (~\$200k)
 - Expires Sept '23
 - Most Recent Public Meeting (lunch and learn today)
 - Social Media Push-Press Release
- Sunshine Rescue Mission and Dorsey Manor
 - Regulated Building Materials (RBM) Survey
 - Received funding for abatement
- Mountain Line Downtown Connection Center (DCC)
 - \$4k Phase I Environmental Site Assessment





Moonshot at NACET

2023 Occupancy

- Incubator
 - Only one office space open
 - 13 Companies
 - 93%
- Accelerator
 - Lots of movement
 - 16 Companies
 - 65%
- Combined 70%
 - Three companies are in the process of moving in February





Moonshot at NACET



The Buildings

- Repairs
 - Started PM Program for HVAC
 - Access Control System
 - Roof Repair
 - ADA Ramp
 - Window Seals
- Coordination with Facilities
 - Much Love





Marketing



Great First Impressions

- Economic Development negotiated a 70% discount for the annual marketing campaign.
- Outlets include Business Facilities Magazine, LA Times, Arizona Daily Sun, Flagstaff Business News.
- Enhancing the City of Flagstaff Economic Development website known as ChooseFlagstaff.com.



Business Retention & Expansion

Help Business to Stay and Grow in Flagstaff

- Be a resource broker
 - Incentives and grants
 - Workforce development
 - Professional Organizations
 - Coordination of efforts
 - Marketing
 - Program development

LOVE ALL, SERVE ALL



Business Retention & Expansion

BR&E Incentive 2022

- Six applicants represented various sectors
- Total amount requested: \$155,000.00
- Total proposed match amount: \$155,000.00
- Total number of jobs retained and/or created: 75
- Average annual wages of those jobs: \$32.50/hour



Business Retention & Expansion

BR&E Incentive 2022 - Awardees

- The Physio Shop anticipates hiring 2 new people (\$65/hr and \$32/hr) for their independent physical therapy office in this calendar year serving more people with professional services and mentorship/internship opportunities.
- CrosswalkLabs anticipates hiring between 10 and 20 people to expand their use of the Vulcan platform providing real-time inventories of CO2 emissions. Wages range from \$25/hour for interns and \$30+/hour for salaried employees.



Business Retention & Expansion

Innovate Waste: The Carbon Neutrality Challenge

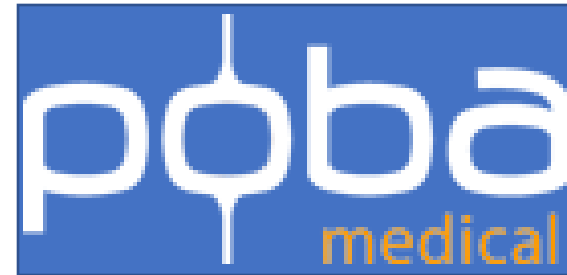
- A collaboration between Economic Development and Sustainability to build a sustainable economy one business at a time.
- Entrepreneurial challenge to divert and convert material from the landfill into a product or service, or to remove carbon dioxide from the environment.
- \$30,000
- Restoration Soils and Crosswalk Labs



Business Retention & Expansion

Expansions – a few examples

- Joy Cone Company
- Translational Genomics Institute
- Poba Medical





Business Retention & Expansion

Workforce Development

- Workforce Development Analysis coming
- Youth Talent Pipelines scheduled in Spring



Community Investment



Questions?

THANK YOU!

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jana Weldon, Beautification Arts & Sciences Program Manager

Date: 01/18/2023

Meeting Date: 01/31/2023



TITLE:

Downtown Connection Center (DCC) Art Concepts: Art Glass and Southside Grove Sculpture

DESIRED OUTCOME:

1. Hear and see presentation on selection process, community input and design process, and developed art concepts;
2. Consider art concepts;
3. Provide responses.

EXECUTIVE SUMMARY:

City Council is being asked to respond to the Beautification and Public Art Commission's (BPAC) recommended art concepts for the new Downtown Connection Center (DCC) being constructed on west Phoenix Avenue, just east of Milton Road. The proposed public art would consist of: Art Glass, and a Southside Grove Sculpture.

Funding Source, and City Council and BPAC's Roles:

Beautification projects, as well as Arts & Science projects, are funded by voter approved Bed, Board, & Beverage tax revenue. Though no approval is before City Council at this juncture, the City Council has established BPAC to make recommendations about how public tax dollars should be spent on beautification, arts and sciences. Per the Flagstaff City Code, Section 2-14-001-0006.D, BPAC is required to evaluate and make recommendations to the City Council for public art projects. Per standard procurement process, the City Council must approve (or disapprove) any contract in an amount exceeding \$50,000. Contract approvals will be before City Council in the upcoming months.

Public Art Process for the DCC:

In 2020 City staff (Beautification, Arts and Sciences program, in the Economic Vitality Division) issued a formal Request for Statement of Qualifications (RSOQ) for public artists for the new Downtown Connection Center (DCC) to be operated by the public transportation authority known as Mountain Line.

In December 2020 City Council approved a contract with Haddad/Drugan LLC, the artist team of Laura Haddad and Tom Drugan. The artist team was charged to work with Mountain Line's design team to identify and design multiple public art or beautification projects/elements that integrate with the new Downtown Connection Center project. The original contract of \$25,000 took this design work to 60%, and a subsequent amendment in the amount of \$22,000 is taking the Art Glass and Southside Grove sculpture art concepts to 100% of design.

Best practices in the field of public art were utilized in all stages of design. Vested community members were on the selection panel. Prior to design commencement, a broad community survey was conducted for which approximately 70 responses were received, and a photo contest was run to provide images to inspire the artist team. Also prior to design commencement, the artist team met with a group of Southside residents and business owners on site, met with the City team for the Rio de Flag project, participated in a walking tour with the Historic Preservation Officer and administrator of the Southside Plan, did regional hiking, and went to Lowell Observatory among other cultural centers. The artist team then came up with a master plan of about fifteen (15) project ideas. Through vetting with the design team and Mountain Line's Southside Stakeholder group, five (5) project ideas emerged. These five ideas were presented in public meetings with Mountain Line in the Fall of 2021 for feedback and all five went forward based on responses. Three (3) of these ideas will be developed by other artists. This artist team took two (2) ideas, Art Glass and the Southside Grove sculpture, and developed the concepts while working with the design team to integrate the art within the evolving design of the DDC. The developed concepts were presented for comment to the original selection panel members, the Southside Community Association, and Mountain Line's Southside Stakeholder group and Boards in the Spring of 2022. The artist team made some modifications, and BPAC at its May 2022 meeting approved its recommendation to City Council for Council approval of the Art Glass, and provisionally recommended the Southside Grove sculpture with some changes. The artist team incorporated the direction and other community and upper management comments into the features of the sculpture, and at the November 2022 BPAC gave its full recommendation to Council to approve the Southside Grove sculpture. A copy of the May and November minutes are attached. Staff sought the input of the Indigenous Commission and has recommendations from the Southside Community Association for cultural submissions for the project.

Art Glass:

The Art Glass is luminous art. It will be integrated into the main entry of the new DCC building, which should have its groundbreaking in February 2023. The Art Glass on the south facades is over the front door and faces Phoenix Ave, and then wraps to the east facade facing the future bus bays and civic space. The art draws from elements of the Mountain Line logo and Flagstaff's natural beauty, and fuses those elements with color and light. Using a graphic technique, the design overlays, into a unique composition, the imagery of a mountain lion, the San Francisco peaks as viewed from the DCC, and ponderosa pines in three different colors (blue, green, red). The artwork will have a different presence at night than during the day. In daylight, the multiple colors and images are superimposed. At night different colored back lights will highlight the individual layers of the overlapped images on the south facade, making each image pop as the other images recede, creating a gentle morphing through the series of colorful illuminations. The east facade will also be back-lit as the image of the ponderosa pines alone wraps around from the front facade. The architect and the artist team worked diligently to align the glass mullions and support features so that the art glass and architectural features are complementary, enhancing each other.

Southside Grove Sculpture:

The "Southside Grove" is an immersive sculpture, has a meet-me-here presence, but also is reflective of natural and cultural history, especially that of the Southside but also Flagstaff and the surrounding region. The primary elements of the sculpture are:

- six ponderosa pine and telescope inspired "trunks" made from weathered steel, positioned in a circle to form a grove and to reflect the strong circle of community that is the Southside;
- all of the trunks have different cultural symbols etched into each representing important cultures that have come together as community in Flagstaff;
- five of the trunks are etched with a bark texture and have "branches" that end in prisms that catch and cast spectrums of color, and star clusters of luminous green needles that glow in the sunlight;
- the grove is aligned to mark the Spring and Autumn Equinoxes at sunrise and sunset and the largest trunk positioned South more strongly references a telescope and works as a sun portal casting a beam of light at noon on the summer solstice onto a "Time-Table" located at the center of the grove;

- the top of the south trunk also includes a wind activated bell-like feature that creates a chime-like sound when windy;
- in the center of the grove, a circular granite “Time-Table” is etched with tree rings that contain significant natural and cultural events in astronomy, of Indigenous peoples, of the region, and of the Southside.

While strong and durable sculptural forms are created with steel, the variety of finishes and details are layered to create a softer organic appearance and experience. Hence it is anticipated that the Southside Grove sculpture will create a natural rendezvous and visual landmark, but also have a strong experiential quality once there.

The Southside Grove Sculpture initially will be installed within a landscaped area adjacent the entry plaza of the new building, during phase one of the DCC Project. The sculpture will later be moved into a new civic space east of the future bus bays which will be constructed during phase two of the DCC Project. The relocation is necessitated by the Rio de Flag Flood Control Project work by the Army Corps of Engineers in the same area as the DCC. While the schedule and length of time between the phases has not yet been set, the current estimate is between four and eight years.

Estimated Cost for Public Art at DCC:

The Beautification, Arts & Sciences program FY23 project budgets have \$448,000 remaining for fabrication and installation. Due to supply chain and inflation increases there is a request for an additional \$100,000 for the FY24 budget for a total of \$548,000 to pay for fabrication and installation of both artworks. The artist team, with their subs, will be fabricating the art glass and will be fabricating and installing the sculpture. At this time final budgets are not available, but should be within the next month when the contracts with the artist team will be presented to Council for approval. The estimate range is \$450,000 to \$480,000. Including the reimbursement contract work discussed below, the total estimated cost for both public art projects is estimated to be \$490,000 to \$530,000. This sum does not include the future cost of relocating the Southside Sculpture Grove during phase two of the DCC Project.

The DCC Construction Contractor's Role:

Staff is proposing that the construction contractor for the DCC project (hired through Mountain Line's competitive process) perform the installation and electrical wiring for the Art Glass, and the landscape and the foundation for the Southside Grove Sculpture. City would enter into an agreement with Mountain Line to provide specifications for the work, process for inspection and final acceptance of the work, and to reimburse Mountain Line for the work, among other things. The amount for this work is not yet known but estimated between \$40,000 and \$50,000.

Risk Management Role:

City's Risk Management would be included in review of Haddad/Drugan's fabrication and installation final documents and contracts to ensure risk management concerns are addressed.

INFORMATION:

Goal CC.5: Support and promote art, science, and education resources for all to experience.

Goal LU.3: Continue to enhance the region's unique sense of place within the urban, suburban, and rural context.


Goal LU.11: Prioritize the continual reinvigoration of downtown Flagstaff, whose strategic location, walkable blocks, and historic buildings will continue to be a vibrant destination for all.

Policy ED.6.1: Support and promote the diversification and specialization of the tourism sector, with heritage, eco- and adventure tourism

Community Outreach Council Goal: Enhance public transparency and accessibility.

May BPAC Minutes

Nov BPAC Minutes



Downtown Connection Center (DCC) Art Concepts: Art Glass and Southside Grove Sculpture

Jana Weldon,
Beautification, Arts & Sciences Manager





Downtown Connection Center (DCC) Art Concepts





Agenda



- **Design Process Overview**

- Artist Selection
- Community Input Prior to Design
- Design & Reviews

- **Art Glass**

- Location
- Imagery
- Light

- **Southside Grove Sculpture**

- Phased Location
- Trees
- Time-Table



Artist Selection

Request for Statement of Qualification (RSOQ) Process to select an artist identify and add multiple integrated art and beautification elements in tandem with the entire site design for the Downtown Connection Center. Artist to work with Mountain Line's cross-disciplinary team.

Selection Panelists:

- 2 members of the Beautification and Public Art Commission;
- A Senior Urban Designer, AECOM
- A Mountain Line Representative
- City Planning Representative
- Southside Business Owner
- Community Member who grew up in the Southside; Southside Property Developer

Artist Selection

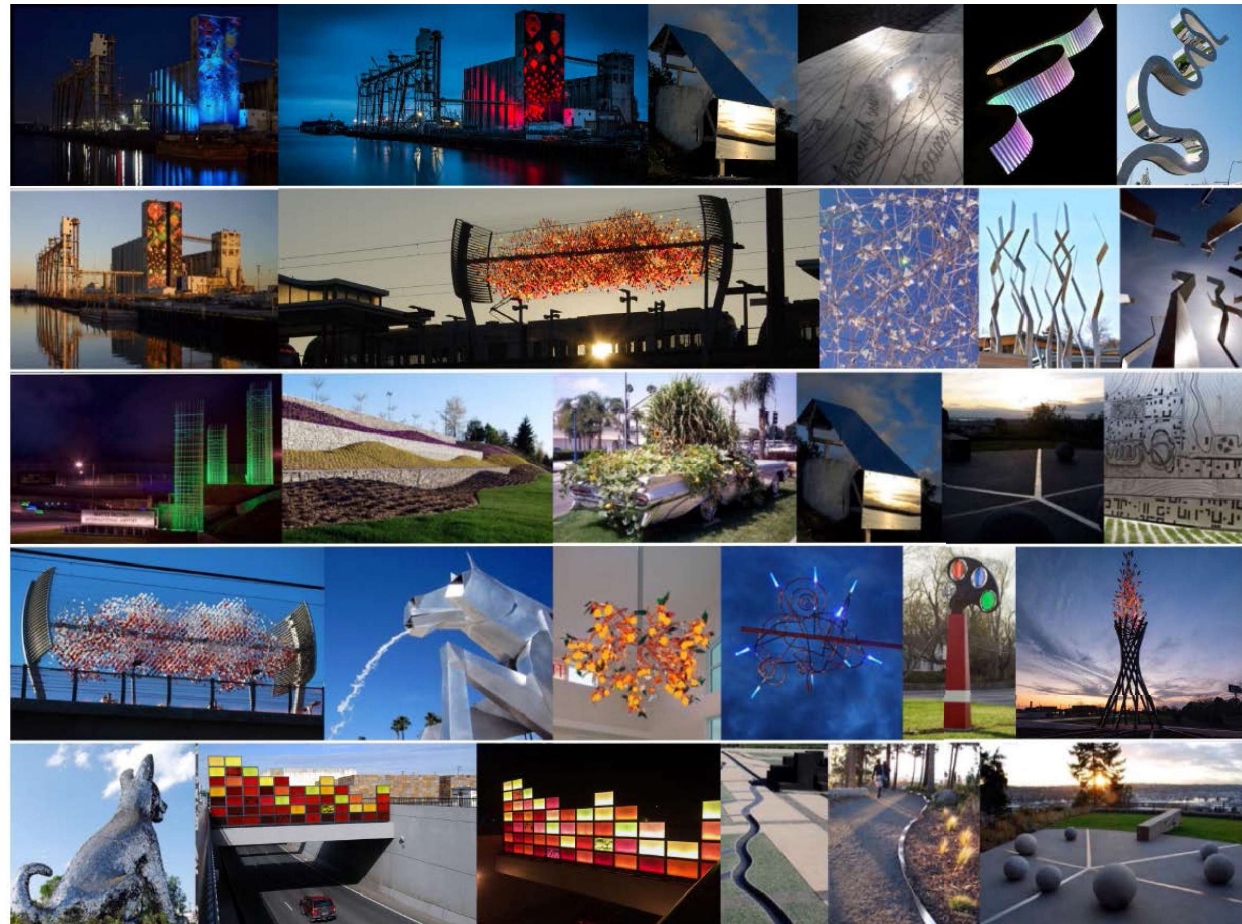


TEAM FLAGSTAFF

WE MAKE THE CITY BETTER



HADDAD | DRUGAN





Artist Selection

Design Contracts

- In December 2020, City Council approved Haddad/Drugan for a design services contract in the amount of \$25,000 for the initial design-team work.
- A subsequent amendment in the amount of \$22,000 is taking the Art Glass and Southside Grove sculpture art concepts to 100% of design.
- Three other projects identified in the initial contract will be developed by other artists
- All funding for DCC projects from design through installation is from the dedicated Bed, Board & Beverage Funds, either Beautification or Arts & Sciences



Community Input Prior to Design

Inclusion of vested community prior to preliminary concepts– an opportunity to have the artist hear the stories and the significance of the place.

- Community Survey
- Photo Contest
- On Site Community Meeting
- Neighborhood & Cultural Center Tours

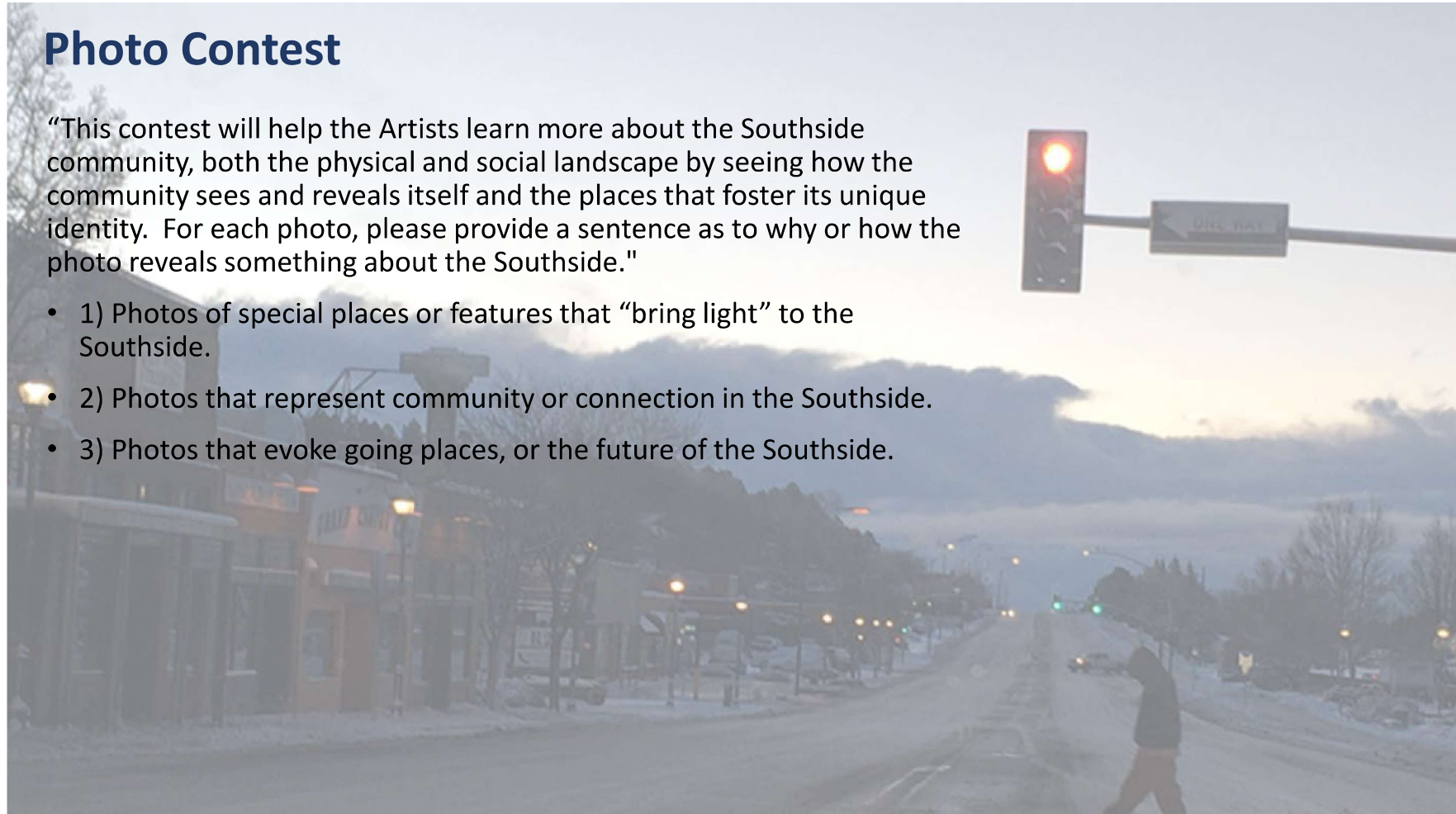


Community Input Prior to Design

Photo Contest

"This contest will help the Artists learn more about the Southside community, both the physical and social landscape by seeing how the community sees and reveals itself and the places that foster its unique identity. For each photo, please provide a sentence as to why or how the photo reveals something about the Southside."

- 1) Photos of special places or features that "bring light" to the Southside.
- 2) Photos that represent community or connection in the Southside.
- 3) Photos that evoke going places, or the future of the Southside.





Community Input Prior to Design

Community Forum Survey

Sample Questions:

- What is your favorite aspect of Northern Arizona's or Flagstaff's landscape or history?
- Who are the past and present heroes of the Southside and why?
- What is the most fascinating discovery you've found on the Southside?

Received approximately 70 responses to share with artists



Community Input Prior to Design



Artist visit highlights May 11-13, 2021

- Community meeting with Southside residents & business owners
- City Team for Rio de Flag
- Walking tour with Historic Preservation officer and administrator of the Southside Plan
- Regional Hiking
- Lowell Observatory & other cultural centers





Design and Review



SITE INSPIRATIONS

Mountain Line Identity



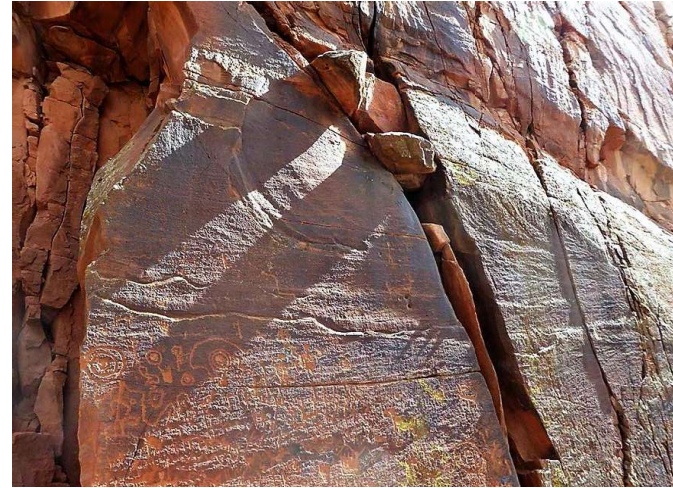
San Francisco Peaks



Ponderosa Pine Trees & Logging History



Telescopes, Sighting, and Solar Alignments



Southside Community

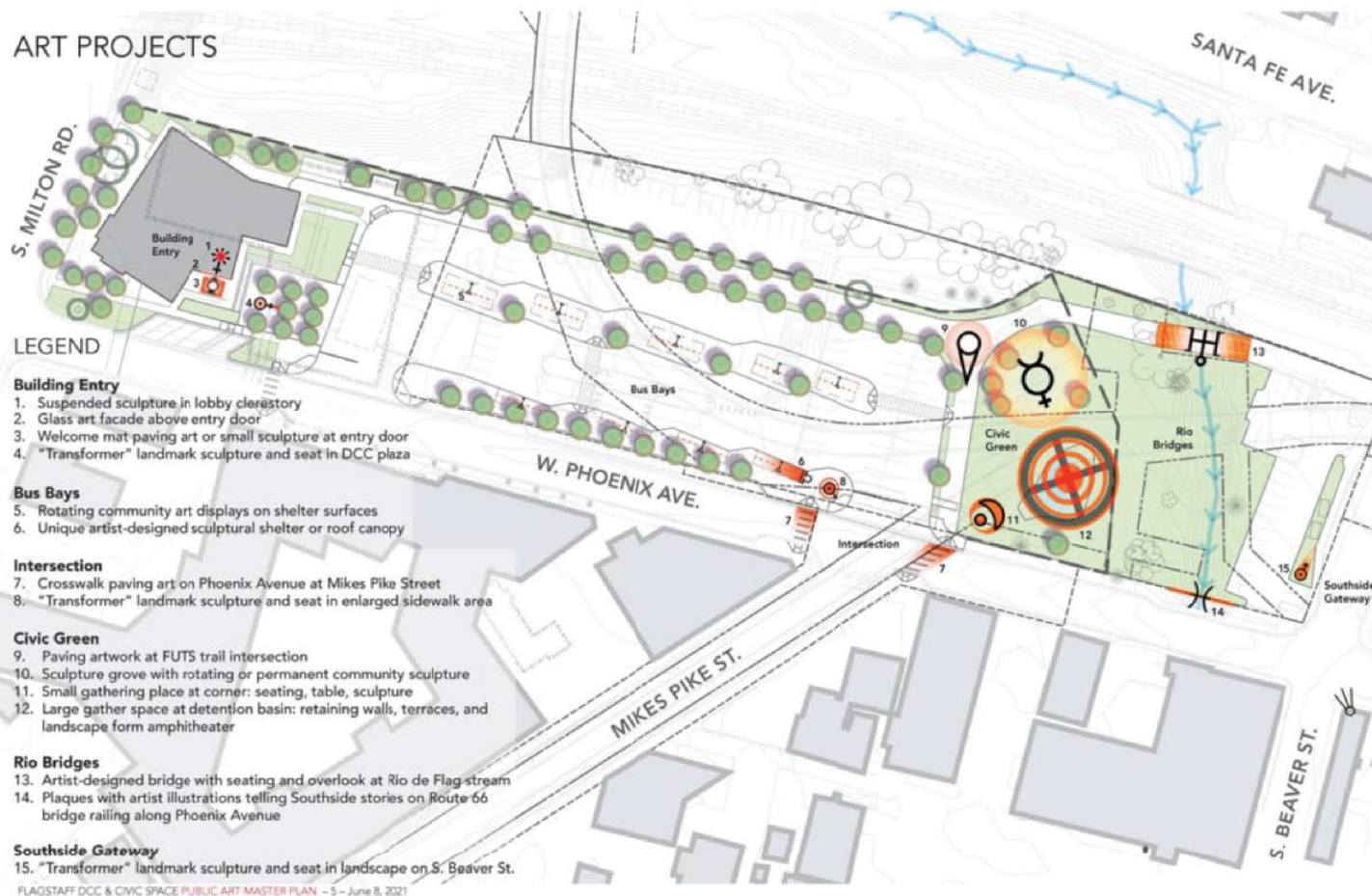




Design and Review



ART PROJECTS



Constellation of ideas presented to the design team and Mountain Line's Southside Stakeholder group in June 2021.



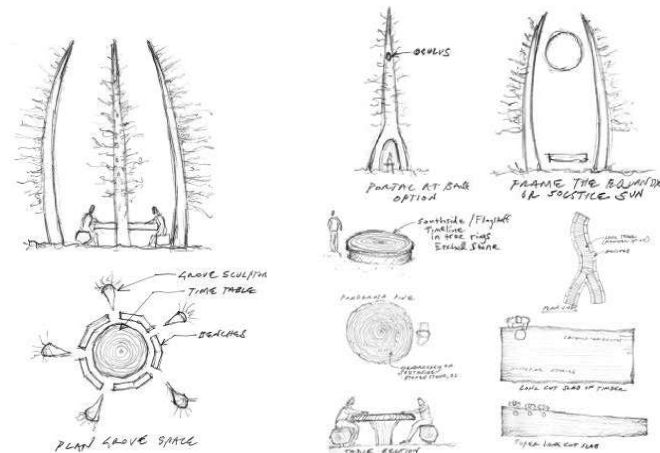
Design and Review

ART LOCATIONS & PHASES



Five ideas presented to BPAC for discussion on August 9, and to Mountain Line's Southside Stakeholder Group and in Mountain Line led public meetings in September and October 2021

1. HISTORIC INTERPRETIVE PANELS ON PHOENIX AVE BRIDGE
2. ROTATING ART CROSSWALKS BY LOCAL ARTISTS
3. ROTATING ART IN BUS SHELTERS
4. ART GLASS ON DCC BUILDING
5. GROVE SCULPTURE



Building Perspective



Art Glass Option 1: ~720 s.f.

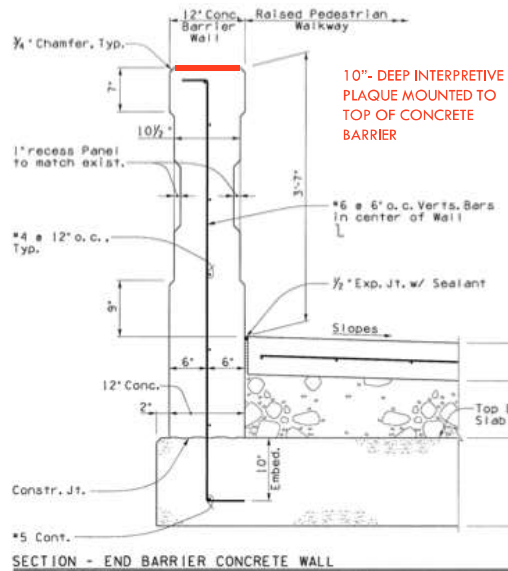
AECOM



Art Applied to Asphalt Surface



Rio/Route 66 Bridge Historic Panels



- Opportunity for local or regional artist
- Interpretive plaques incorporated with Route 66 Bridge Replacement on Phoenix Avenue
- Adjacency of art to daylighted portion of Rio, Route 66, the railroad, and Southside present rich opportunities and high visibility for storytelling
- Funded and led by Historic Preservation



Phoenix Avenue or Mike's Pike Crosswalk Mural



- Opportunity for local or regional artist
- Colored thermoplastic adhered to asphalt with heat application
- City of Flagstaff Transportation Engineering are developing an art-crosswalk policy
- Funded out of separate Arts & Sciences project line; project budget to be determined

Bus Bay Rotating Art (or could be art wrapped electrical cabinets)



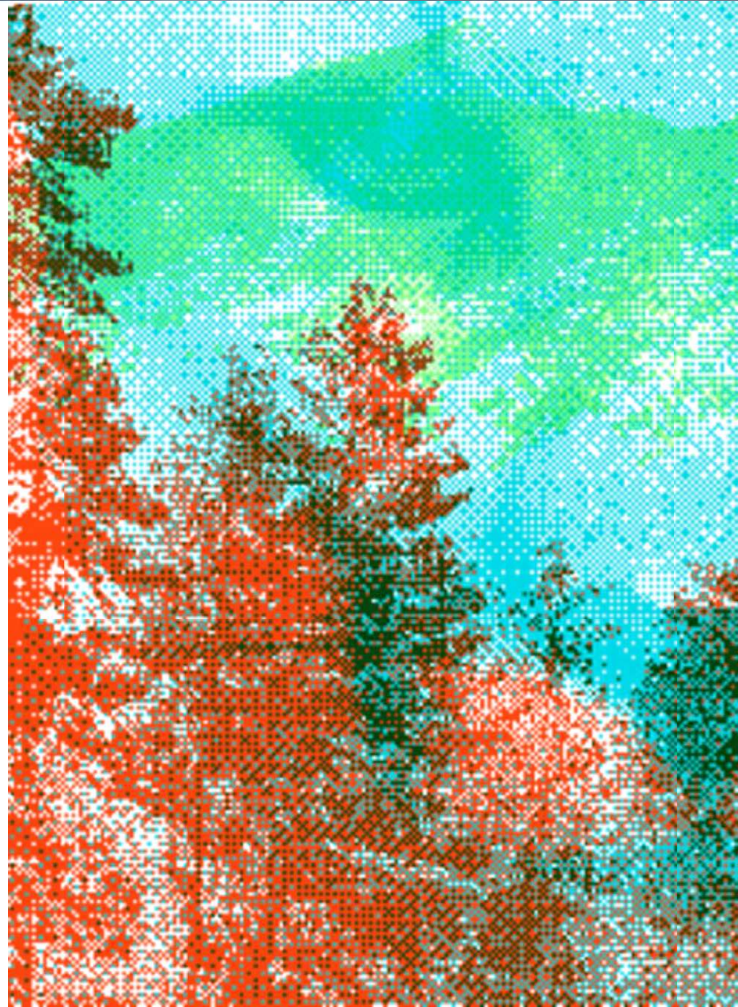
- Opportunities for local and regional visual artists and poets
- Rotating posters or decals incorporated into bus bays or on electrical cabinets
- Funded by separate Arts & Sciences project line; budget tbd



Design and Review



Haddad/Drugan took two ideas, **Art Glass** and the **Southside Grove sculpture**, and developed the concepts while working with the design team to integrate the art within the evolving design of the DDC.





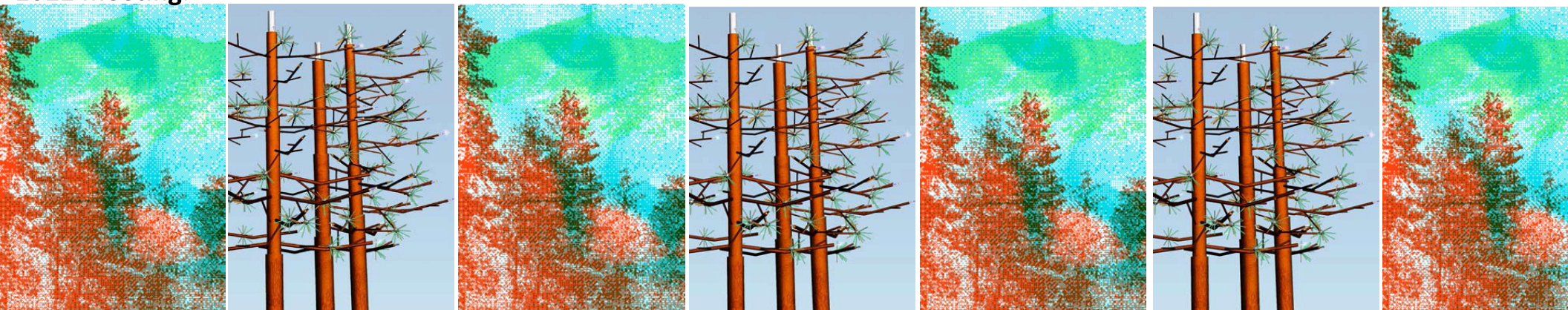
Design and Review

The developed concepts were presented in the Spring of 2022 for comment to:

- original selection panel members,
- the Southside Community Association,
- Mountain Line's Southside Stakeholder group and Boards,
- Indigenous Commission.

The artist team made some modifications, and the **Beautification and Public Art Commission (BPAC) recommended the Art Glass for Council approval at the May 2022 meeting**, and provisionally recommended the Southside Grove sculpture with some changes.

The artist team incorporated BPAC's direction and other community and upper management comments into the features of the sculpture and **BPAC gave their full recommendation to Council to approve the Southside Grove sculpture at the November 2022 meeting.**

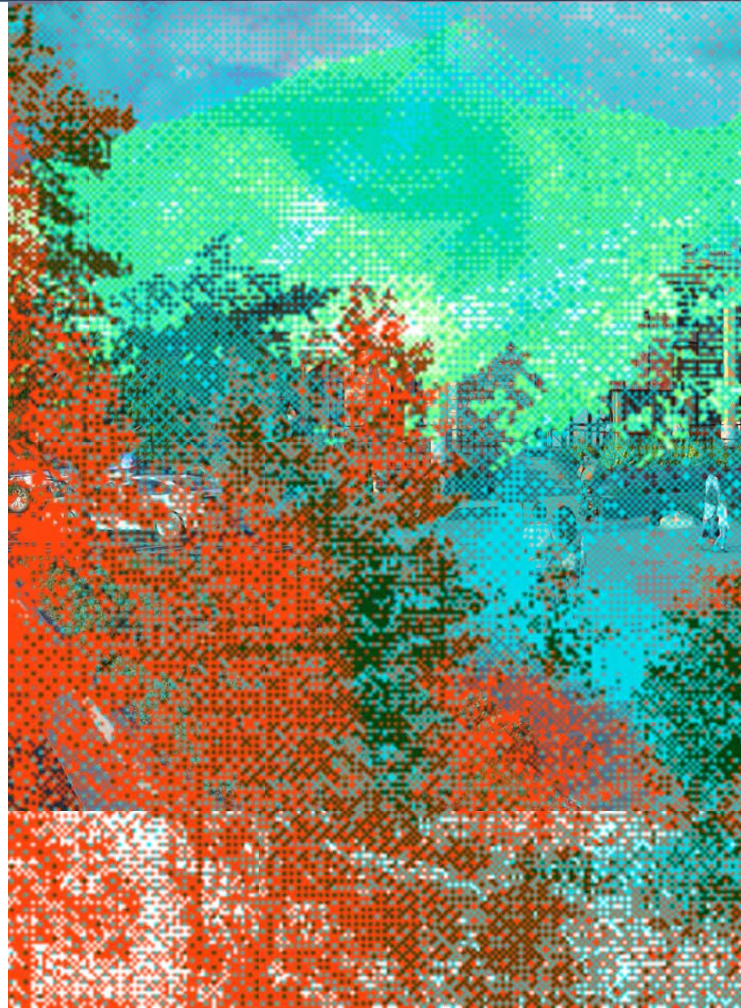




Art Glass and Southside Grove Sculpture



The estimated cost of the upcoming artist contract to fabricate the art glass, and fabricate and install the sculpture is \$450,000 to \$480,000, which will be taken from Beautification with Bed, Board, and Beverage funding.





Art Glass

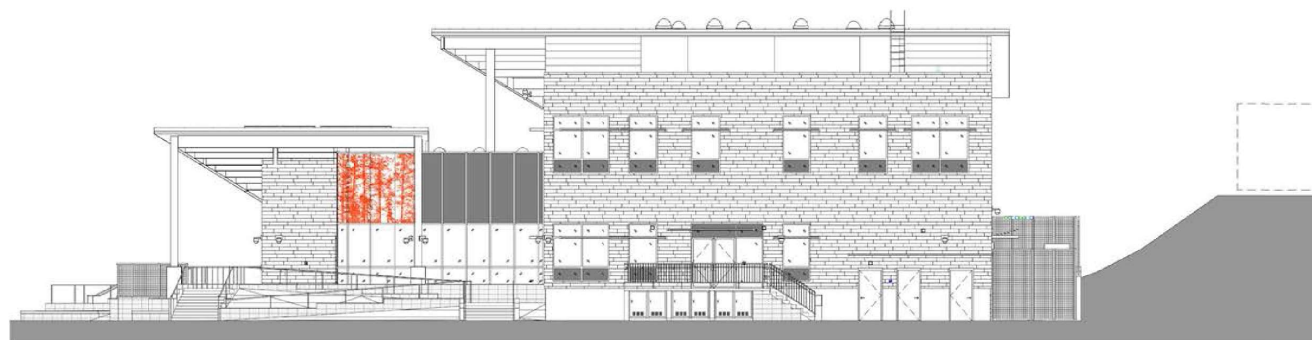




Art Glass



3 SOUTH ELEVATION
1/8" = 1'-0"

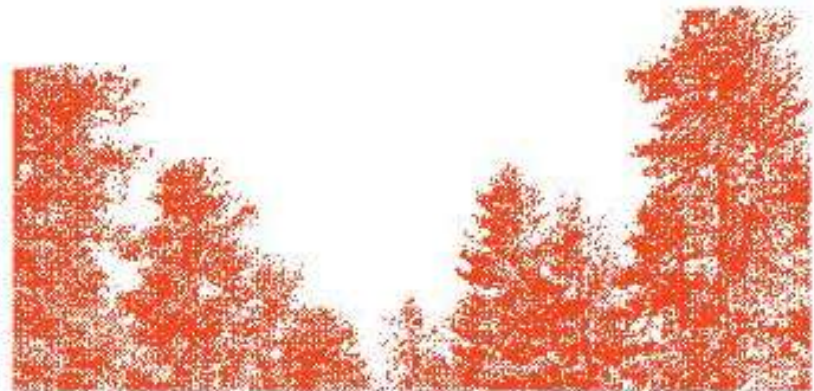


4 EAST ELEVATION
1/8" = 1'-0"

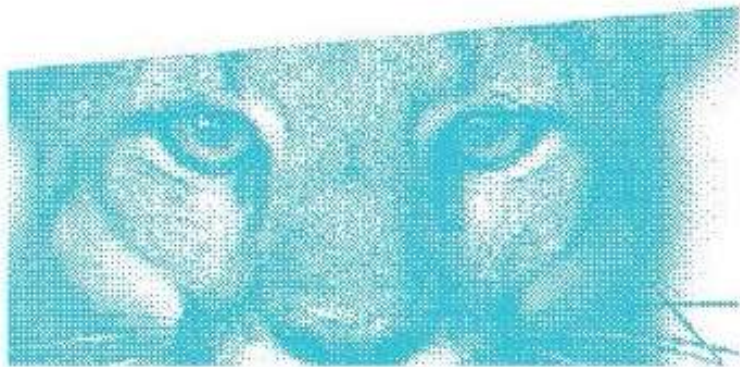
South Façade: Glass Imagery Overlaps 3 Elements in 3 Colors



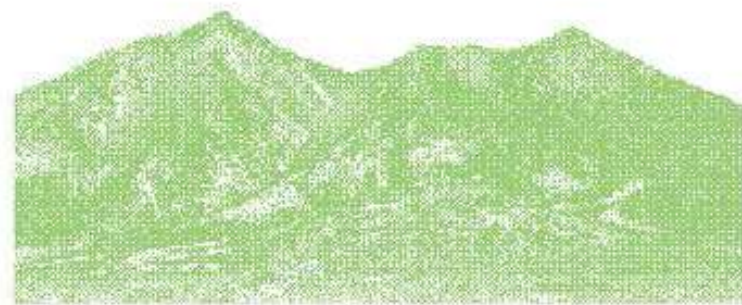
3 Images Overlaid



Ponderosa Pines



Mountain Lion



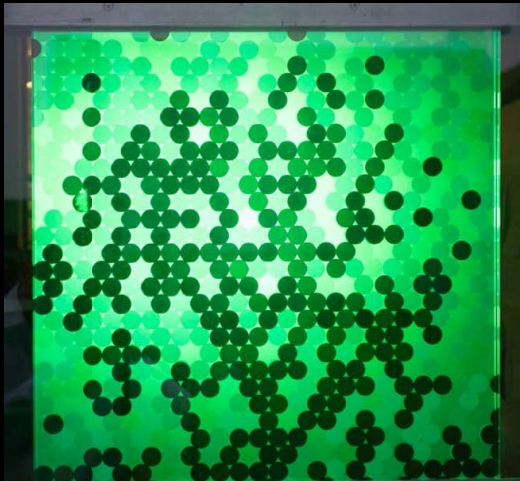
San Francisco Peaks

Day and Nighttime Appearance of Glass Sample

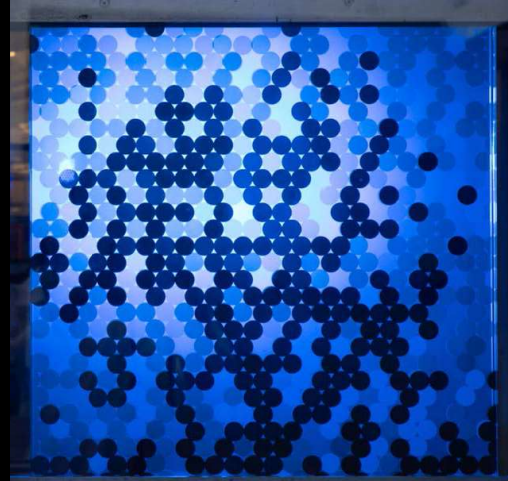


DAY

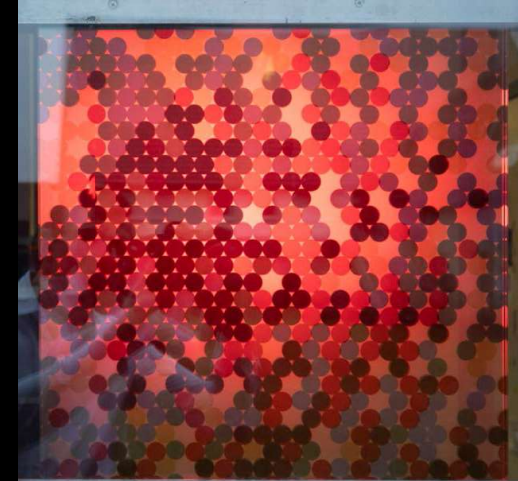
Individual dots will be a little less than 1"-diameter



NIGHT: Green Light



Blue Light



Red Light

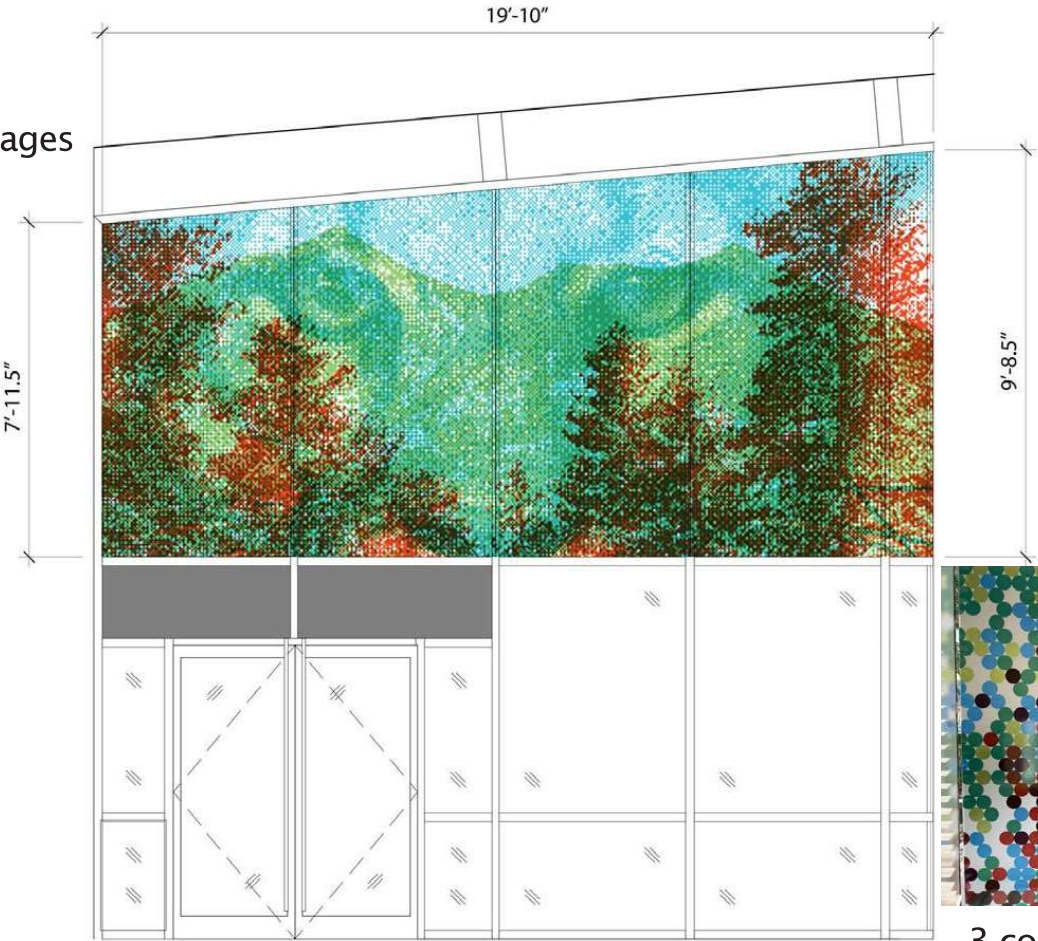


Art Glass

Flagstaff DCC – Art Glass – Haddad|Drugan – 12/21/2022



South Art Glass — 3 Colors/Images

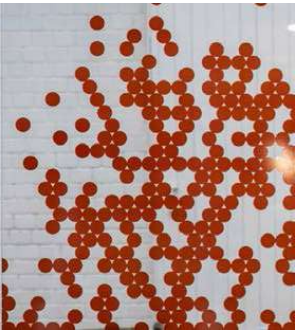


3-color glass sample

1 CW4 ELEVATION
1/2" = 1'-0"



Art Glass



1-color glass
sample

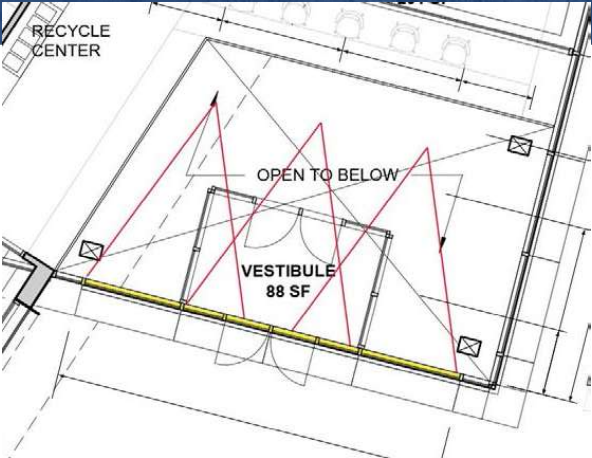
2 CW5 ELEVATION
1/2" = 1'-0"



Art Glass



Lighting Equipment



3 fixtures, configuration TBD with updated plan



Color Kinetics ColorBlast



Color Kinetics
Data Enabler Pro



Color Kinetics
iPlayer Controller



40-degree beam mock-up



light filling whole room

Blue Light



Flagstaff DCC – Art Glass – Haddad|Drugan – 12/21/2022

Cyan Light

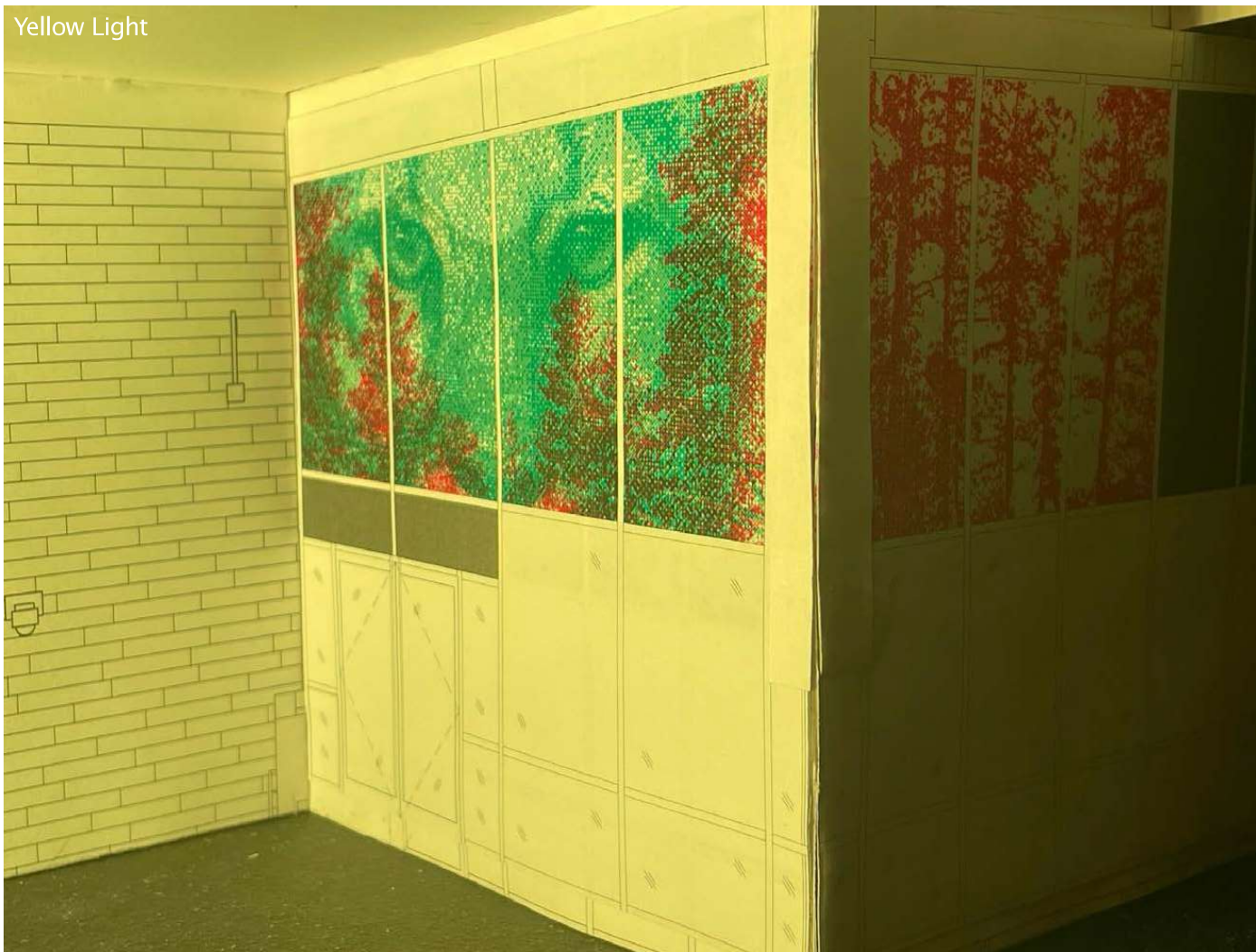


Flagstaff DCC – Art Glass – Haddad|Drugan – 12/21/2022

Green Light



Flagstaff DCC – Art Glass – Haddad|Drugan – 12/21/2022

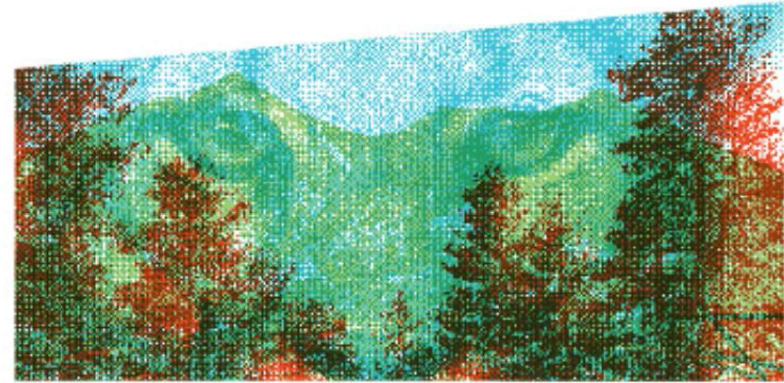


Flagstaff DCC – Art Glass – Haddad|Drugan – 12/21/2022



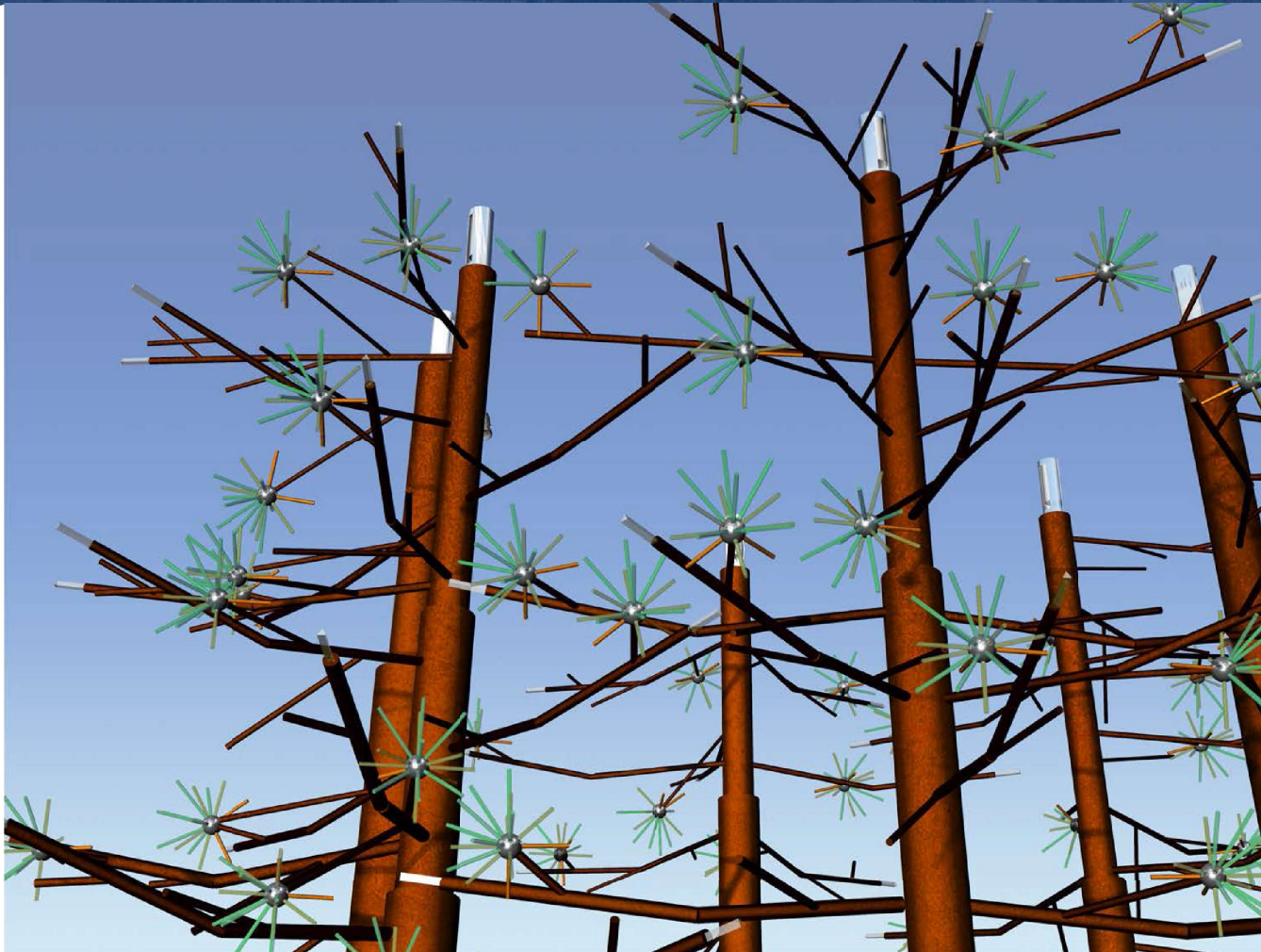
Flagstaff DCC – Art Glass – Haddad|Drugan – 12/21/2022

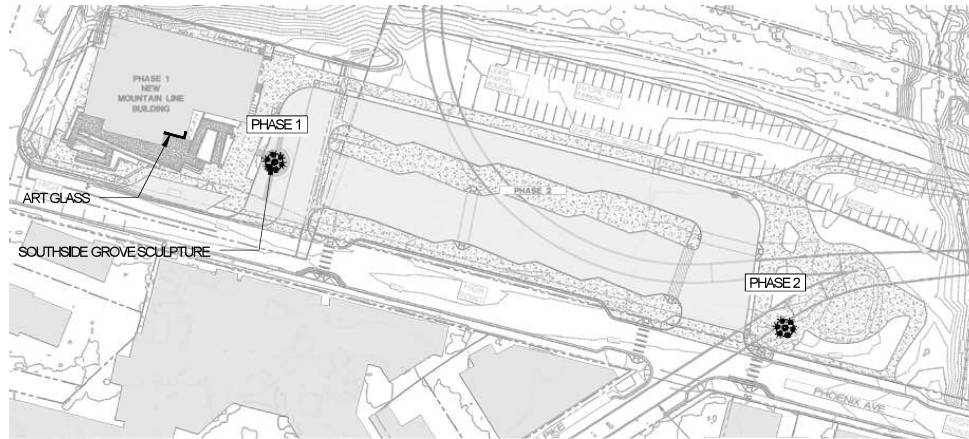
Questions and Comments





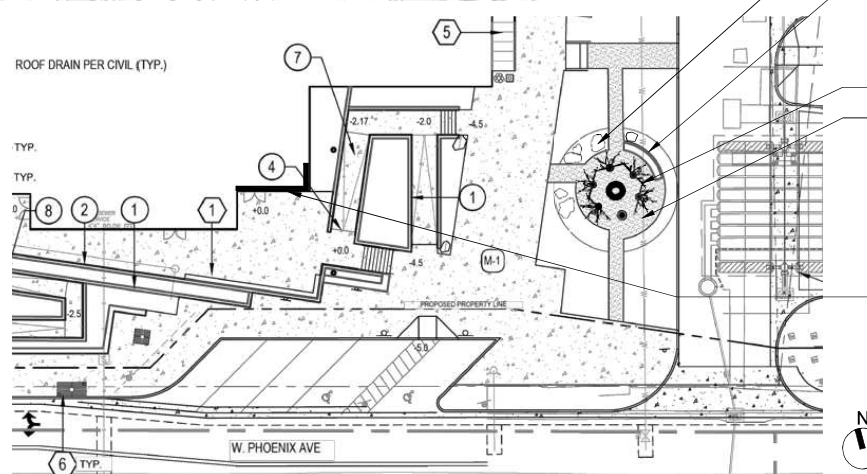
Southside Grove Sculpture





NOTE:
SCULPTURE WILL BE LOCATED IN DCC PHASE ONE PROJECT
AT APPROXIMATE LOCATION SHOWN. SCULPTURE WILL BE
MOVED TO DCC PHASE 2 LOCATION AT CIVIC SPACE AT A
LATER DATE

1 ART LOCATION PLAN
SCALE: 1" = 100'-0"



BOULDERS (TYP.)

BENCH:
ROUGH & READY CURVED BENCH, WOOD SEAT TOP/CORTEN STEEL
BASE BY STREETLIFE ([HTTPS://WWW.STREETLIFE.NL](https://www.streetlife.nl)), OR
APPROVED EQUAL; OR DARK GRAY CONCRETE SEATWALL W/ LIGHT
SANDBLAST AND HARDWOOD TOP

SOUTHSIDE GROVE SCULPTURE

STABILIZED 1" MINUS
DECOMPOSED GRANITE
PAVING, COLOR: APACHE
BROWN

INSULATED ART GLASS UNITS, TO BE PROVIDED BY
HADDAD/DRUGAN TO OWNER, FOR INSTALLATION BY GC;
ILLUMINATED FROM BEHIND BY RGB SPOTLIGHTS TO BE SPECIFIED
BY HADDAD/DRUGAN AND PROCURED AND INSTALLED BY GC



2 PHASE 1 PLAN
SCALE: 1" = 30'-0"

HADDAD
DRUGAN
315 28TH AVENUE S.
SEATTLE, WA 98144 USA
TEL: 206-621-7333
WWW.HADDAD-DRUGAN.COM

SOUTHSIDE GROVE FLAGSTAFF, AZ

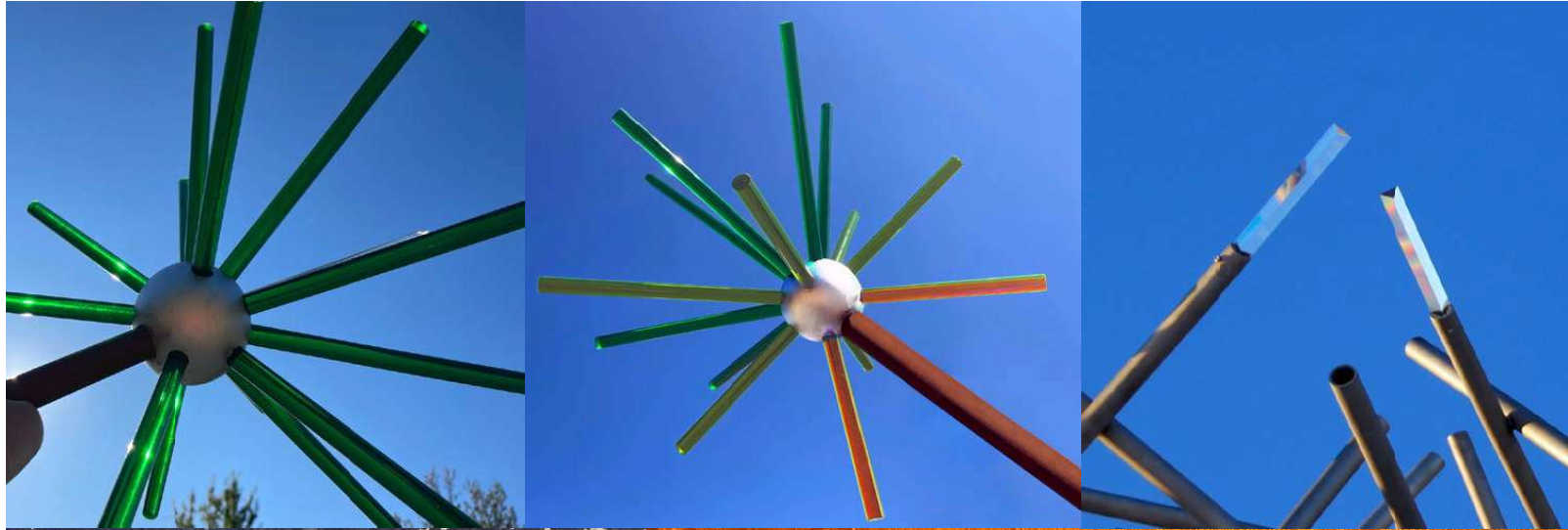
ART-0.1
ART LOCATION PLANS

DECEMBER 16, 2022



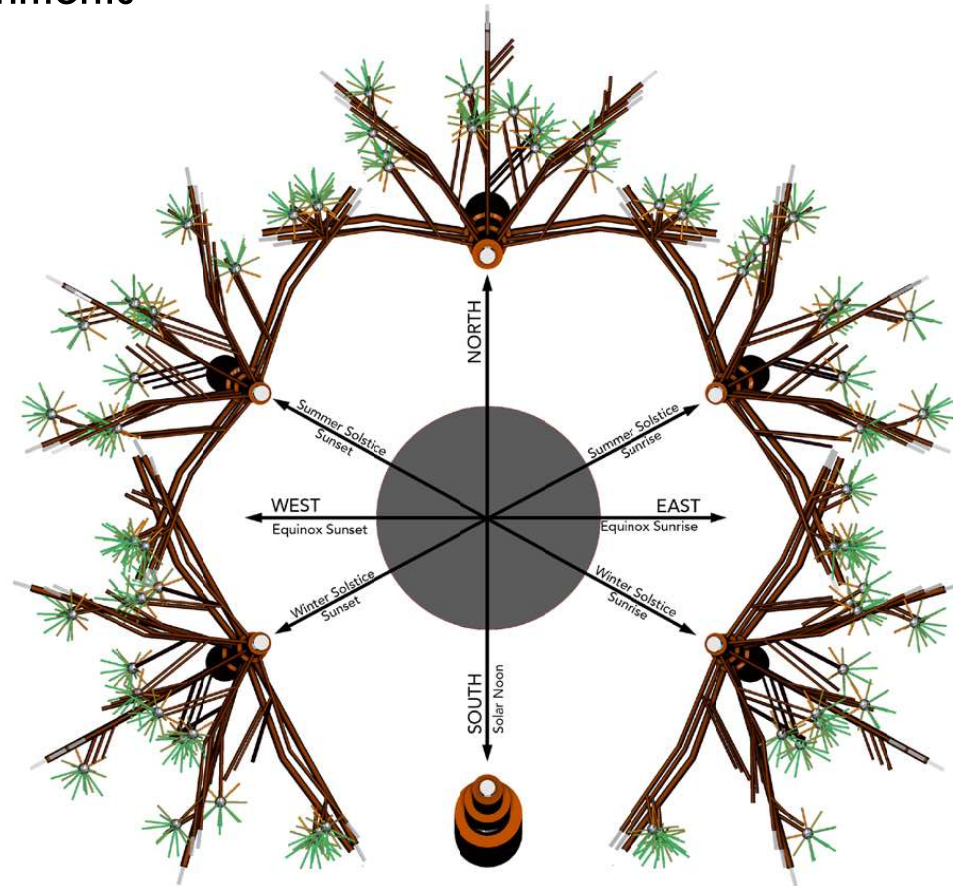
- Six ponderosa pine and telescope inspired “trunks” made from weathered steel, positioned in a circle to form a grove and to reflect the strong circle of community that is the Southside
- Trunks are angled toward center 2.5° to enhance sense of enclosure and are approximately 20 feet high





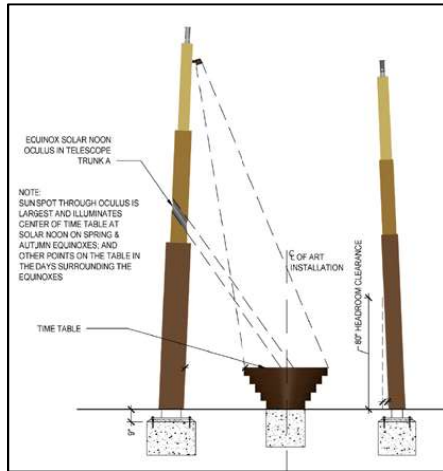
Sculpture Materials

Sculpture Forms & Alignments



Plan View of Trunks and Branches with Solar Alignments

South Telescope Trunk — Equinox Sun Portal



A stainless tube diagonally piercing the South Trunk aligns with the sun's position in the sky at noon on the Spring and Autumn Equinoxes.

On Equinox days, sun casting through this tube will form an ellipse of light in the middle of the central table.



Telescope Trunk — Spotlight



Time-Table

Words describing Indigenous, Southside, Flagstaff, and Arizona history will be woven amongst tree ring lines to create a concentric timeline.



Time-Table Study Area



Time-Table History Excerpt Sample:

1899_ Northern Arizona Normal School, later renamed Northern Arizona University, founded (university started with a total of twenty-three students and two instructors)

1900s_ City of Flagstaff redirects the Rio de Flag through the Southside neighborhood

1901_ Mrs. Cleo Wilson Murdoch born April 9th

1901_ Northern Arizona Normal School graduates four women (It's first graduating class of four women received their teaching credentials.)

1903 _ Rio de Flag Floods (major flood)

1909_ Legal segregation begins in Flagstaff (Students of color are taught in separate classrooms at Emerson School.)

1912_ Arizona gains statehood (February 14th)

1915_ Flagstaff Public Library was founded by the Women's Club

1916 The Wong family becomes Flagstaff's first permanent Chinese settlers. (The Wong's immigrate and move to the Southside, becoming Flagstaff's first permanent Chinese settlers and operating American Laundry on Phoenix Avenue for many years)

1917_ Wilson Riles born June 27th (Riles was one of the most distinguished Northern Arizona University graduates of his time. He became a prominent figure in the southside community and became a teacher and the principal of the Dunbar School in the late 40s.)

1919 Grand Canyon National Park Established

1920s_ Many African Americans Migrated from the South to Flagstaff to earn a living at the lumber mills.

1923_ Katherine 'Mother Hickman' Born (Born in Forest Hill, La. Hickman was an educator and activist dedicated to the church and community in Southside.)

1925_ Work began on Our Lady of Guadalupe Church –

1926_ Route 66 Established (Over 2,400 miles of road running from Chicago to Santa Monica and through Flagstaff, was established.)

1926_ Our Lady of Guadalupe Church First Mass (On December 12th, the Feast of Guadalupe – which is how the name was chosen, the first mass was held. The project ran into multiple financial issues, causing the construction process to take a long time. The future parishioners rallied around the project and leveraged their collective time, money, and resources to see the project to completion. With time OLG would be frequented by Flagstaff's Black Catholic community as well.)

1926_ Tourist Home, a Basque boarding house built (Isabelle Garcia and her son Jesus built the Tourist Home to serve as a boarding house for their Basque community.

1927_ Dunbar School, Flagstaff's first African American school Opens (Flagstaff's first formal segregated school (grades 1-8), the Dunbar School opened in 1927 and operated until 1952 when Flagstaff schools became desegregated. Named for Paul Lawrence Dunbar, a famed Black poet, essayist, and playwright. Born to an escaped slave and went on to publish a

Perimeter “bark” texture will be hand carved:



Treelines and text will be sandblasted:



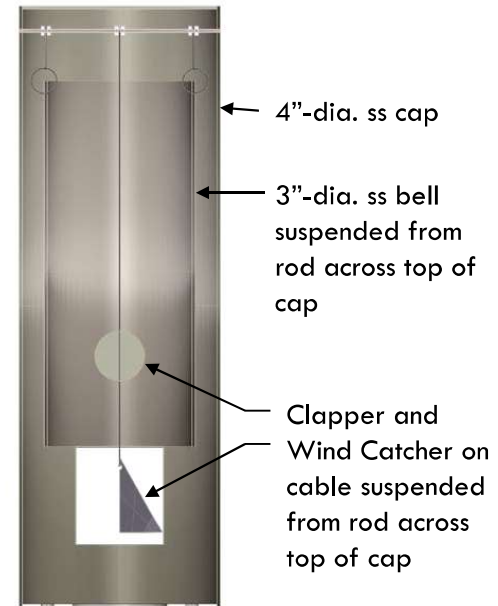
Bells



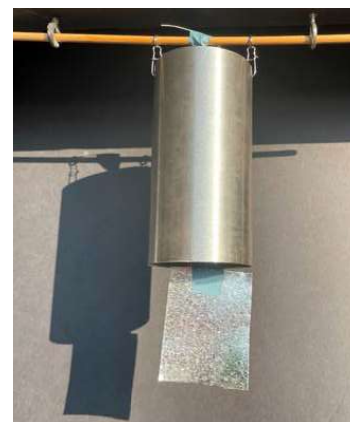
Bells are incorporated into caps of all 6 trunks?
Or maybe just the South Trunk



Exterior View
3"-diameter bell
housed inside a
4"-diameter cap
with vertical slot for
wind flow



Sectional View



Mock-up

Bell Mock-up

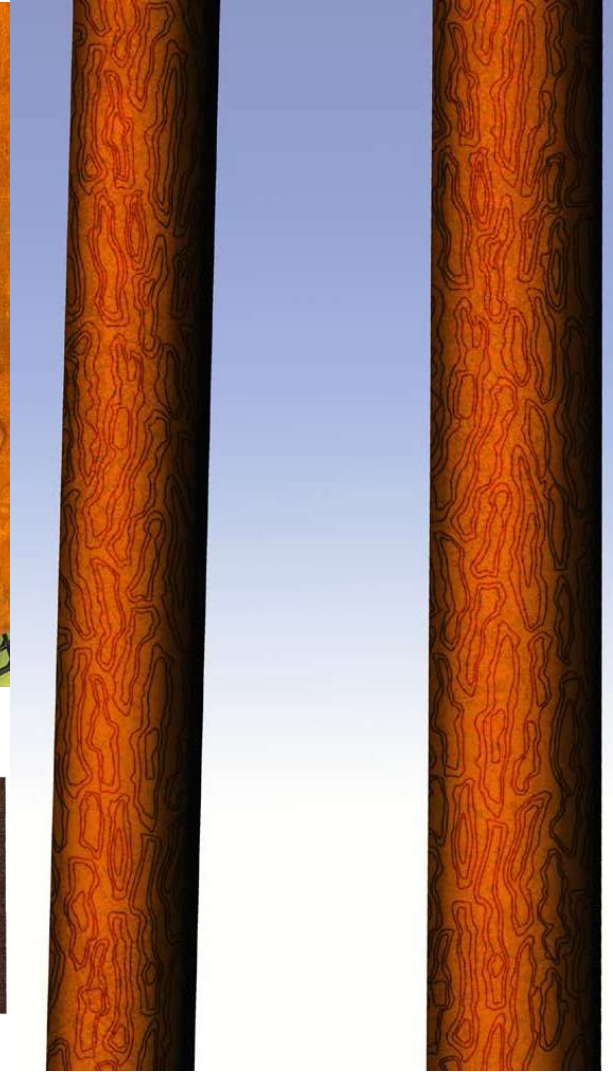


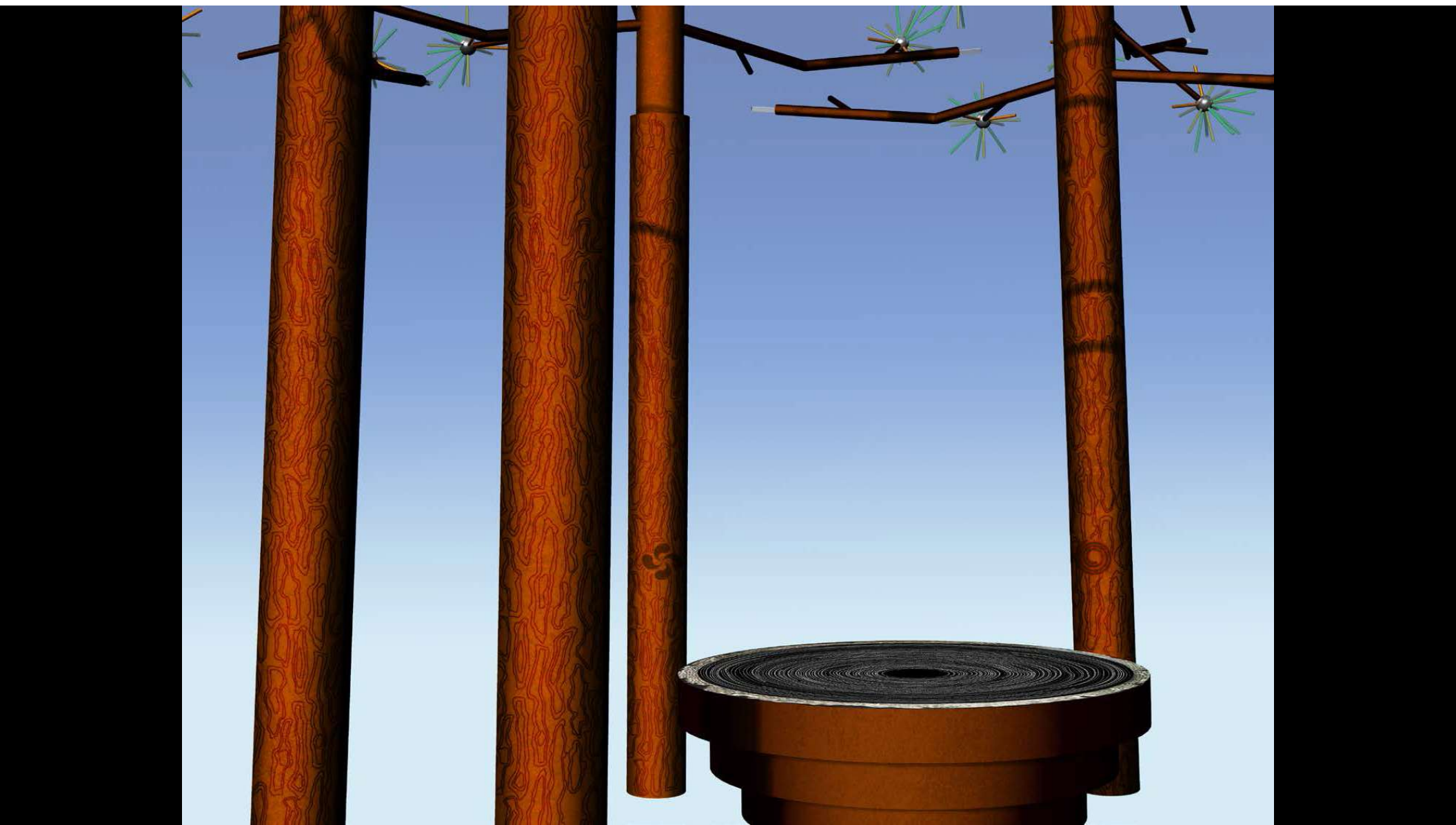
Bark Texture

Mock-up of etched bark lines on weathering steel sample, with rust forming at etched lines

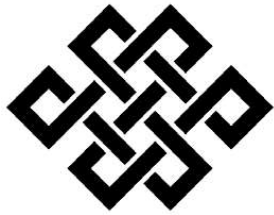


Corten Steel Aging/Patina Process:

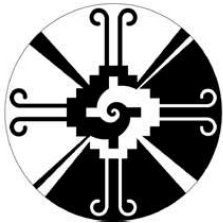




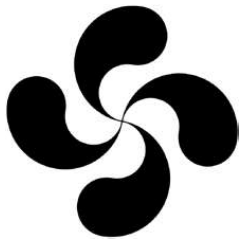
Community Symbols



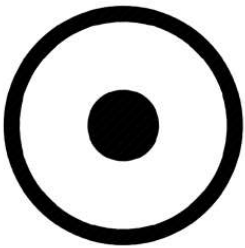
Endless Knot (Asian)



Hunab Ku Symbol
(Latinx/Hispanic)



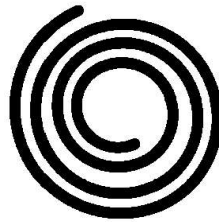
Lauburu (Basque)



Sun (Astronomical)



Nkonsonkonson (West
African)



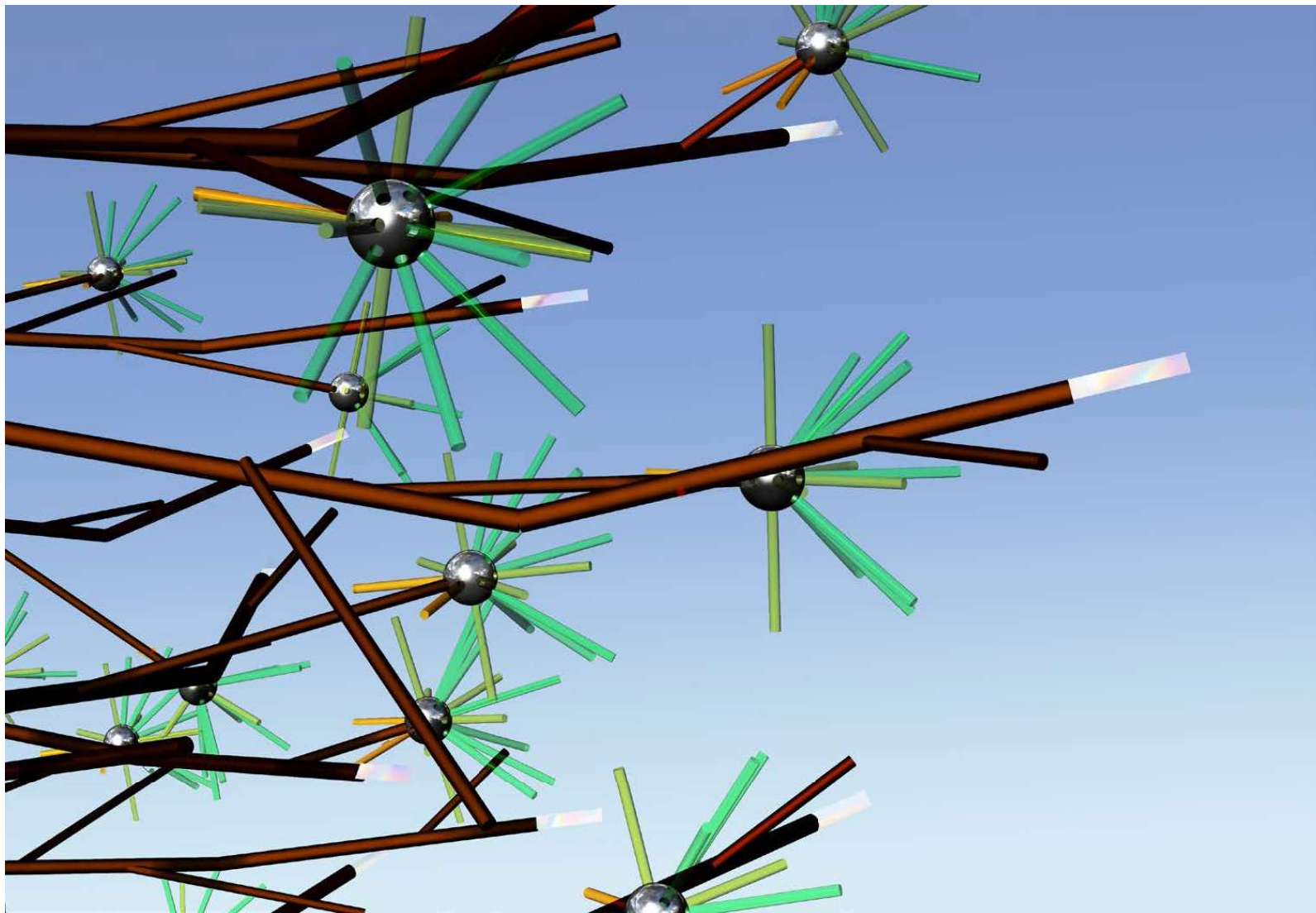
Spiral (Indigenous)



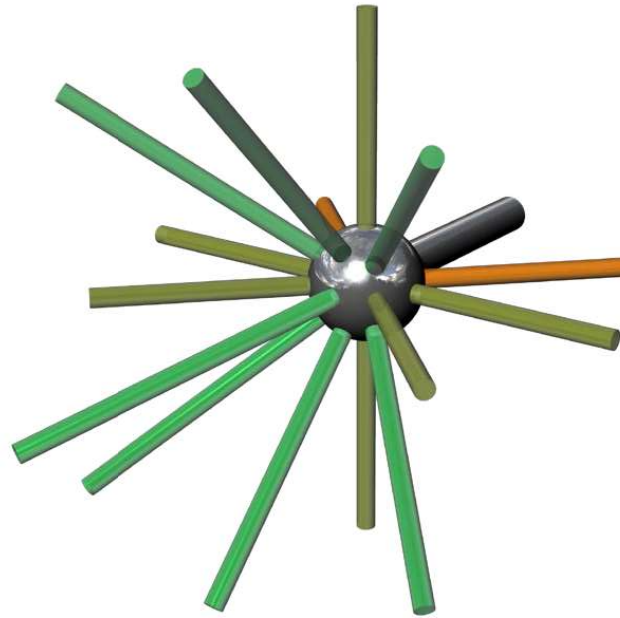
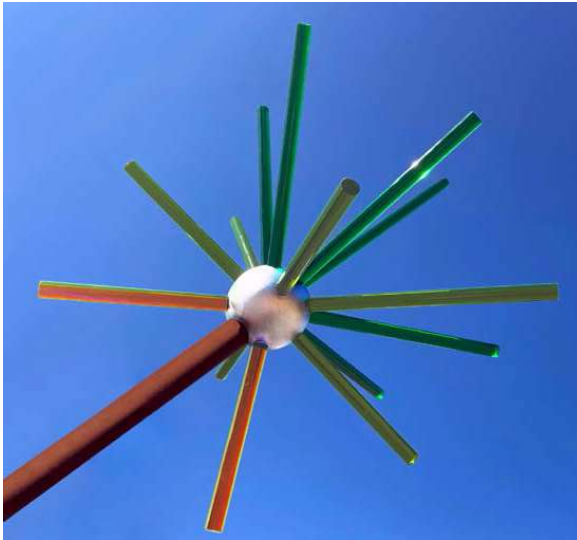
Symbol to be engraved in cladding



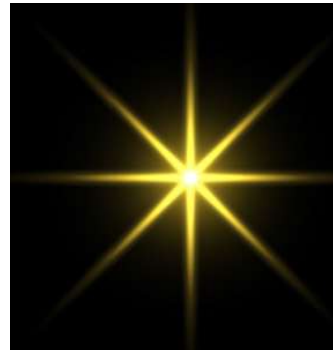
Needle Clusters & Prisms



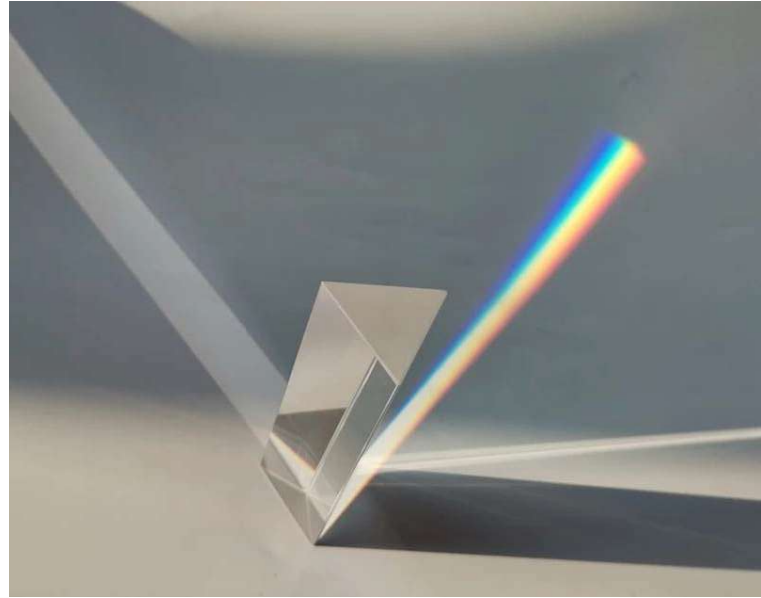
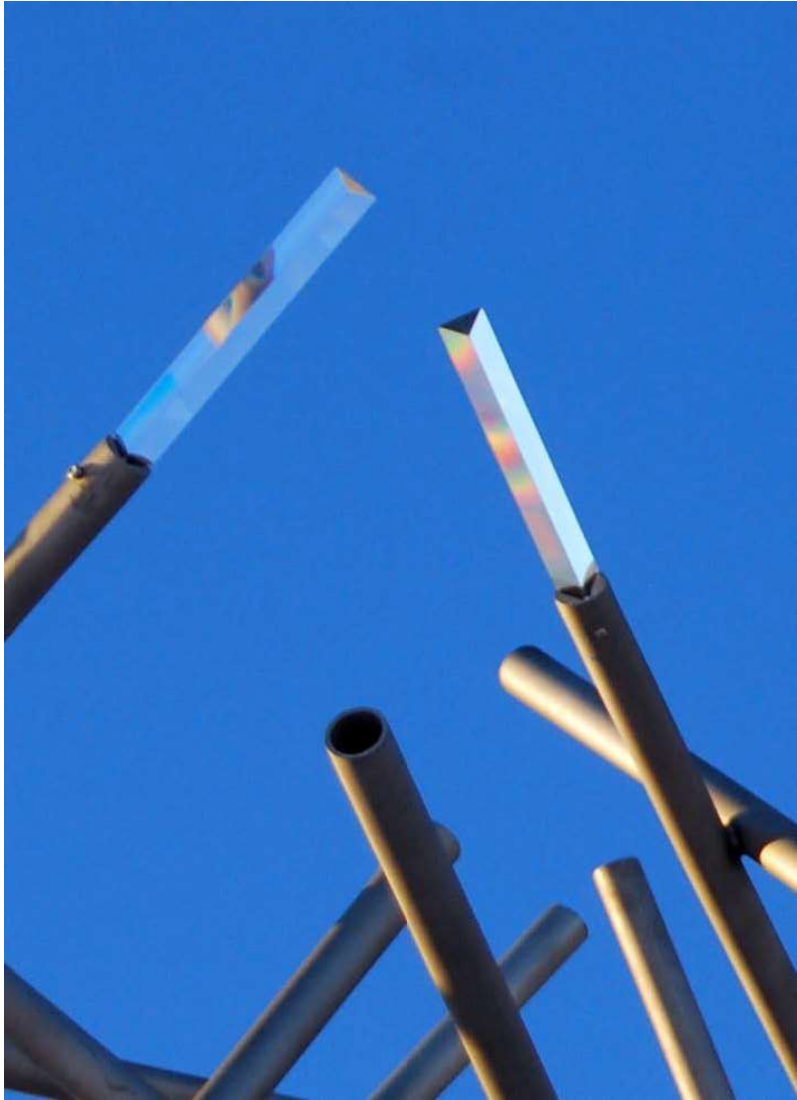
Needle Clusters



- Cast colored polycarbonate rods with mirror-finish spheres
- Inspired by pine needle and star formations



Prisms

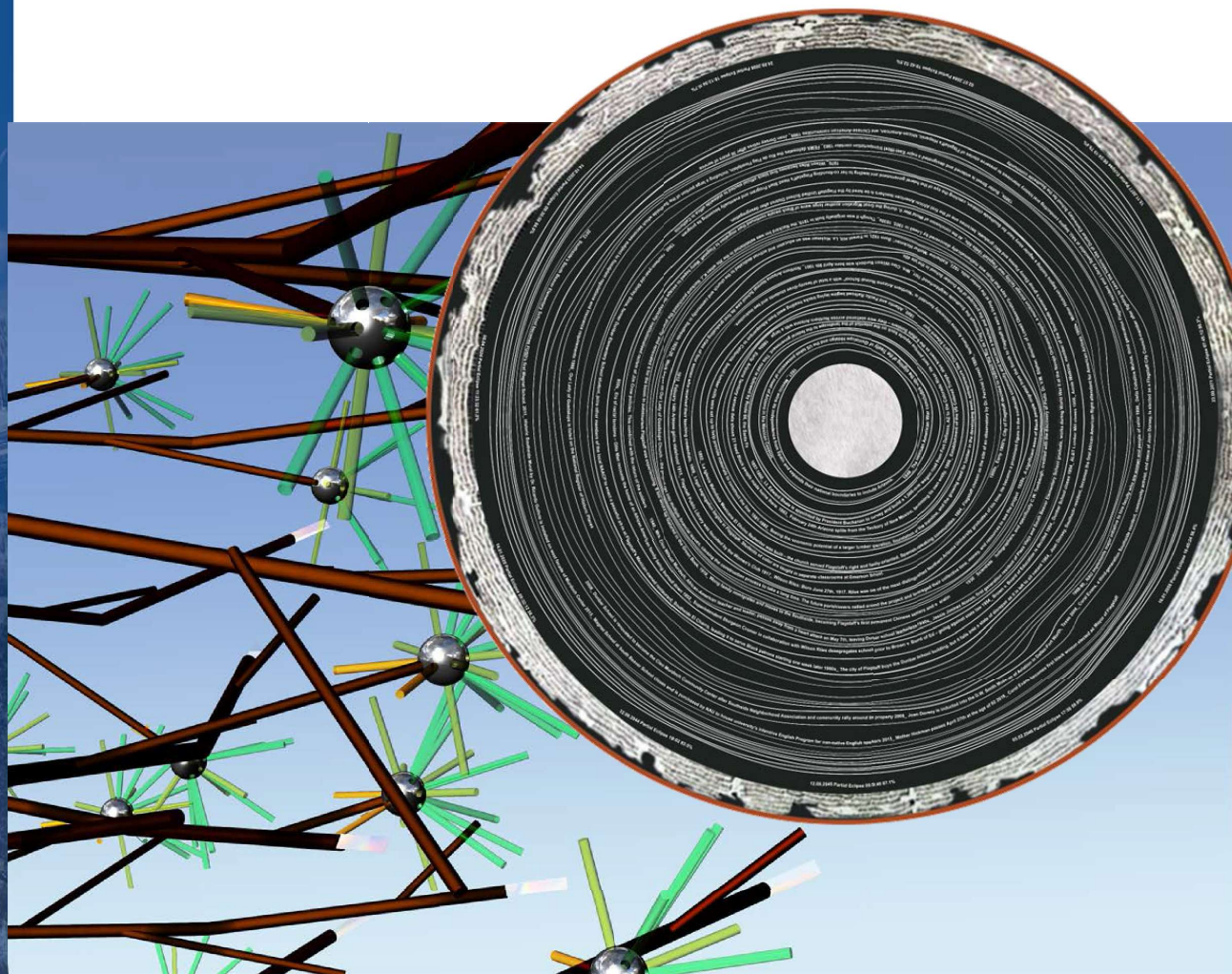


Southside Grove – Summary of Features

- Six ponderosa pine and telescope inspired “trunks” made from weathered steel, positioned in a circle to form a grove and to reflect the strong circle of community that is the Southside
- Trunks are angled toward center 2.5° to enhance sense of enclosure and are approximately 20 feet high
- All of the trunks have different cultural symbols etched into each representing important cultures that have come together as community in Flagstaff;
- Five of the trunks are etched with a bark texture and have “branches” that terminate in prisms to soften the ends cast iridescent effects with star clusters of luminous green needles that glow in the sunlight;
- Branches vary in length, are smaller in diameter, and are staggered and twisted on tree trunks, to elicit a organic feel
- The grove is aligned to mark the Spring and Autumn Equinoxes at sunrise and sunset and the largest trunk positioned South more strongly references a telescope and works as a sun portal casting a beam of light at noon on the summer solstice onto a “Time-Table” located at the center of the grove
- The top of the south trunk also includes a wind activated bell-like feature that creates a chime-like sound when windy
- In the center of the grove, a circular granite “Time-Table” is etched with tree rings that contain significant natural and cultural events in astronomy, of Indigenous peoples, of the region, and of the Southside.



Questions and Comments





BEAUTIFICATION AND PUBLIC ART COMMISSION APPROVED MINUTES

May 9, 2022 – 4:00 p.m.

City of Flagstaff – Microsoft Teams Remote Meeting

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Creag Znetko, (928) 213-2906 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

City Staff: Eliza Kretzmann – Staff Liaison, Jana Weldon – Project Administrator, Creag Znetko – Recording Secretary, VISTA AmeriCorps Member MacKenzie Chase

- A. **The Public is Invited to Attend this Remote Meeting:** Please join us via Microsoft Teams by clicking on the following link, which brings you to the live meeting: [Click here to join the meeting](#)

Please turn your camera off and mute your microphone except when speaking. If you need an invitation to the meeting, email cznetko@flagstaffaz.gov prior to 3:00 p.m. on the Monday of the meeting.

Provide Public Comment Prior to the Meeting: Email eliza.kretzmann@flagstaffaz.gov with your public comment prior to 3:00 p.m. with PUBLIC COMMENT in the subject on the Monday of the meeting and it will be read during the public comment section or during the item to which your comment pertains.

- A. **CALL TO ORDER** Chair McCord called the meeting to order at 4:02 p.m.

B. **ROLL CALL:**

Carla McCord, Chair, *present*
Sandra Lubarsky, Vice-Chair, *present*
J Michael Cruz, *present*

Anthony Garcia, *present*
Matt McGrath, *excused*
Tina Zecher, *present*

C. **UPCOMING EVENTS:**

1. Please look at flagstaff365.com for upcoming events in music, culture, art, and sciences.
Chair McCord reminded all to see the Flagstaff 365 for upcoming events in Flagstaff.
Commissioner Cruz stated the Flagstaff Symphony is their 3rd annual golf tournament on June 4th.

D. **PUBLIC PARTICIPATION**

The Arizona Open Meeting Law prohibits the Commission from discussing or acting on an item which is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. Public comment should be sent to eliza.kretzmann@flagstaffaz.gov, prior to 3:00 p.m. on the day of the meeting with PUBLIC COMMENT in the email subject or during the designated public participation section.

E. **APPROVAL OF MINUTES**

1. April Minutes.
MOTION: Vice Chair Lubarsky moved to approve as submitted; Commissioner Cruz seconded the motion; the motion passed unanimously.

F. ANNOUNCEMENTS

1. Eliza's last day at the City of Flagstaff is June 10; however, she will be at the June 13 BPAC meeting. She is moving to New Mexico to be closer to elderly family members.

Staff announced that she is moving back to New Mexico and stated her last day will be June 10, 2022. Staff is working with her leaders on securing a contract that will allow her to still be involved with the program until a replacement is hired. The position will be posted in the next few weeks.

2. **Seeking nominations for BPAC Chair:** At the May 3 Council meeting Councilmembers appointed two new Commissioners (Chris Verrill and Claire Johnson) to the Commission. A huge thank you to Chair McCord for her service!

But given this departure, we will now need to seek a new Chair. Please send Jana Weldon emailed nominations for Chair (we welcome you to nominate yourself or another Commissioner). A vote will be held in June for the new Chair.

It was announced that Chair McCord was not reappointed to the commission and a new Chair will need to be elected next month. Staff and Chair McCord asked the commission to think about whom they would consider nominating. Staff, Vice Mayor Sweet and the commission also thanked Chair McCord for her leadership.

G. ACTION ITEMS

1. **Final Approval of Beautification in Action Grants (with prior Provisional Approval):**

- i. **Pollinator Mural and Free Outdoor Library:** Moran Henn, Executive Director, Willow Bend: Willow Bend will present, as per BPAC request, finalized design options for the butterfly mural and a revised budget for final approval of their fall 2021 application for a \$4300 BIA grant.

Moran Henn presented to the commission with an update for the application that will help enhance the children's garden and outdoor classroom. They advertised a call for artist to design a concept for the mural and gave an update on how the funding would be allocated.

Commissioner Cruz: Likes all three concepts, likes the spray paint.

Commissioner Garcia: Thank you for bringing this back to us and listening to the will of the commission. Likes all three concepts as well.

Commissioner Zecher: Likes the last concept the best.

Chair McCord: Really good problem to have to choose from all the concepts. Likes all of them.

The commission communicated that they are ok with 2 of the 3 concepts (excluding the spray painted one), and provided Willow Bend the flexibility to choose either of those 2 artists.

MOTION: Chair McCord moved to approve the BIA Grant. Vice Chair Lubarsky seconded the motion; the motion passed unanimously.

- ii. **Ms. Cleo's House:** Dr. Ricardo Guthrie: Dr. Guthrie will provide the additional information requested from BPAC on the 'Ms. Cleo's House' application received in March 2022. Additional information includes a revised budget, information on how the potential expansion may affect the project, and how the project relates to the

proposed new landscaping/park activities for final approval of their application for a \$4500 BIA grant.

Dr. Ricardo Guthrie presented to the commission with an update to the application that the commission had asked for. This update includes an explanation for how this piece will relate to the Murdoch Center yard improvements, the connection to the mural project and a statement clarifying the expansion and potential mural removal with the expansion. Dr. Guthrie also updated the commission with a revised budget that includes a breakdown of how the funding would be allocated.

The commission thanked Dr. Guthrie for his willingness to present the revisions and clarify the questions asked prior.

Commissioner Zecher: I would like to ask about the previous funding that was allocated to research. Is it now going to the artist?

Dr. Guthrie: Yes, some to the artist and some for materials.

Commissioner Zecher: The research will still be done, just not funded as much with this grant?

Dr. Guthrie: That is correct, that fee will now be under administrative support for \$200.

MOTION: Commissioner Garcia moved to approve the BIA Grant. Vice Chair Lubarsky seconded the motion; the motion passed unanimously

Suggested Action: Hear the presentations on application updates and revisions, ask questions, and recommend projects for final approval.

2. **Downtown Connection Center, Art Concepts:** Jana L. Weldon, Beautification, Arts & Sciences Project Administrator

- i. **Art Glass:** Ms. Weldon will provide project and process background and make a presentation on the Art Glass concept for the new Downtown Connection Center Building.

Staff presented to the commission some background information pertaining to the Downtown Connection Center. The presentation included budget numbers, the selection panel, a photo contest and community survey, and inspirations the artist drew from for the concept. Staff convened key stakeholders and came up with different concept designs for the space. The basic overall five projects have not changed since last year.

1. Glass at building entry
2. Rotating art crosswalks by local artists
3. Rotating art in bus shelters
4. Historic interpretive panels on Phoenix Bridge
5. Southside Grove sculpture

The Heritage Preservation Commission will be funding the panels on the Phoenix bridge.

The budget for this will be around \$137k. This will be art glass imagery overlayed that represents the three elements found in the Mountain Line logo. There have been multiple public input opportunities for this project. Any significant changes will be brought back in front of BPAC for consideration.

Chair McCord recused herself from the discussion as her employer is the contractor that will be building this project. Vice Chair Lubarsky assumed the responsibility of chairing the discussion and motion.

Commissioner Zecher: Loves the idea and supports the design.

Commissioner Cruz: Likes the project as well.

Commissioner Garcia: Kudos to staff for keeping this on track as we went through adding different commissioners. Likes that this is coming to fruition.

Vice Chair Lubarsky: Thank you to staff for the guidance on this project. This will be a really neat project once completed.

MOTION: Commissioner Cruz moved to approve. Commissioner Zecher seconded the motion; the motion passed unanimously.

- ii. **Southside Grove Sculpture:** Ms. Weldon will provide project and process background and make a presentation on the Southside Gove Sculpture concept for the Downtown Connection Center entry courtyard or civic space (location to be determined).

Suggested Action: Listen to presentations, ask questions, and discuss; approve for Recommendation to City Council of Haddad-Drugan's Art Glass concept for the Downtown Connection Center; approve for Recommendation to City Council of Haddad-Drugan's Southside Grove Sculpture concept for the Downtown Connection Center.

Staff gave the information for the second part of the presentation for the Downtown Connection Center projects. The budget for the Southside Grove Sculpture will be approximately \$280K, this is without structural engineering, so it is truly a guesstimate. We are still within budget for these two projects but are conscious of the rising costs of materials.

This is the first presentation of the concept that is more than a pencil drawing. Staff informed the commission that this will be an immersive sculpture experience that would be positioned in alignment with the equinox and the solstices. There will be a timetable marking events in the community. There are different locations being considered for the placement of the sculpture. Community input was received and ruminated as well. As mentioned before, any significant changes will be brought back to BPAC.

Vice Chair Lubarsky: Is part of the discussion that you would like the commission to weigh in on the placement of the sculpture?

Staff: The placement will most likely not be determined by this staff. There are a lot of factors including the Rio project and where Mountain Line would like to see it. If there is a particular placement that would negate your support, I would need to know that to take to the other stakeholders.

Vice Chair Lubarsky: Not in agreement with some of the elements with some of the design. The trees might resemble a cell tower. Likes the rings on the timetable. Will there be a guide to understanding the piece and how to use the timetable?

Staff: There was lot of discussion about having markings in the pavement to help explain some of the references. We can make a plaque as big and as explanatory as we like. Or a QR code that would link to a website with explanations too. These are all possible.

Commissioner Zecher: Likes the timeline piece, would not change anything on that. Still on the fence about the metal trees, knowing live trees would be extra maintenance. Maybe we could soften the design, so they look more like trees.

Commissioner Cruz: Likes the entire concept as is. Likes the consistency and would be more powerful if they all looked the same. Flagstaff has been represented well.

Commissioner Garcia: Loves the project. This is a strong art piece that can stand on its own, but we know we can't please everyone and there will be negative feedback. This is strong with Flagstaff flavor. Appreciates the project.

Vice Chair Lubarsky: How many people can you fit around the timetable?

Staff: This has been under discussion as we don't know how big the radius will be. We anticipate being two people deep all around. At least 6-8 could stand in a circle around it.

Staff: We are engaging in the work with the architect and the landscape architect, so if the commission is completely against this, I need to know so we can start all over again. We can do a provisional approval and bring it back.

MOTION: Commissioner Zecher moved to approve provisionally with revisions in the future. Commissioner Garcia seconded the motion; the motion passed unanimously.

H. DISCUSSION ITEMS

1. **Library Entry Bid Update:** Eliza Kretzmann, Beautification, Arts and Sciences Manager.

We received only one bid for the library entry project, and the cost came back higher than anticipated, reflecting the current reality of skyrocketing construction costs. We are working with the contractor to reduce costs while retaining the scope that BPAC voted to include. Even with negotiations, however, the costs may be \$130K (or more) than anticipated. Staff has permission from the City budget team to utilize up to \$300K of 'future project' Beautification line-item funding, if needed, to finish this high priority project.

Suggested Action: Listen to presentation, provide questions and feedback if desired.

Staff updated the commission on the cost and bids for the library entry project. The construction bid came in higher than we anticipated, even with the increased cost estimates. We will be increasing the line item to cover these costs. The library is adding funding as well and will be covering the cost of some of the ADA compliance infrastructure. Staff is in negotiations with the contractor to see what kind of cost savings are available, the contractor has already agreed to cut \$50k.

Chair McCord: These costs are in line with the escalation we are seeing right now. I would like the commission to be aware of these as we move forward with other projects. Hopefully we can get this done sooner before costs increase more.

Vice Chair Lubarsky: Is there a cap on increases that may be needed? At what point do we say this is enough?

Chair McCord: Speaking from a construction standpoint, the contract would guarantee the maximum amount. Unless staff is negotiating different terms.

Vice Chair Lubarsky: Where are we in getting to that point?

Staff: We are very close to setting the bracket on this so moving forward with the contract and hopefully avoiding any more significant increases. That being said, we are keeping everything on the table while we negotiate.

Staff will proceed with negotiations.

There was discussion only.

- I. **TO/FROM ITEMS:** These are for informational purposes only and the Commission may not discuss these items. The Commission may, however, request these as a future Discussion or Action item.
1. City Staff To/From and Updates: MacKenzie Chase, Eliza Kretzmann, Jana Weldon
 - a. The 'Call for Artists' for the Southside Historic Community Garden closed, local artist Sonja London Hall was selected for this project (and thank you to Vice Chair Lubarsky and Commissioner Cruz for serving on the selection panel).
Local artist Sonja London-Hall has been selected for the Historic Southside Community Garden. There will be a meeting on June 2nd to allow the artist to meet with the community.
 - b. American for the Arts Conference is in Washington D.C. May 18-20.
Staff will be attending the American for the Arts Conference and will be taking copious notes.
 2. Chair To/From and Updates: Carla McCord **NONE**
 3. City Council Liaison Updates **NONE**
 4. Additional To/From Items from the Commission? **Flagstaff Foundry is a variety show that will be held on May 20th at 7:30 p.m.** Existing List: Presentation on why Creative Flagstaff decided not to pursue partnership with ArtWins.
 5. Requests for future agenda items? Please provide vote from additional 2 Commissioners to add to the list for future meetings. **NONE**

J. **TIME/DATE FOR UPCOMING MEETINGS**

1. BPAC Meeting: Monday, June 13, 4 p.m., Microsoft Teams Meeting

K. **ADJOURNMENT** Chair McCord adjourned the meeting 6:13 p.m.



BEAUTIFICATION AND PUBLIC ART COMMISSION APPROVED MINUTES

November 14, 2022 – 4:00 p.m.

*City of Flagstaff – Microsoft Teams Remote Meeting/ Staff
Conference Room*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Creag Znetko, (928) 213-2906 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

City Staff: Jana Weldon – Staff Liaison, Creag Znetko – Recording Secretary.

The Public is Invited to Attend this Remote Meeting: Please join us via Microsoft Teams by clicking on the following link, which brings you to the live meeting: [Click here to join the meeting](#)

Please turn your camera off and mute your microphone except when speaking. If you need an invitation to the meeting, email cznetko@flagstaffaz.gov prior to 3:00 p.m. on the Monday of the meeting.

Provide Public Comment Prior to the Meeting: Email jana.weldon@flagstaffaz.gov with your public comment prior to 3:00 p.m. with **PUBLIC COMMENT** in the subject on the Monday of the meeting and it will be read during the public comment section or during the item to which your comment pertains.

A. **CALL TO ORDER** Chair Cruz called the meeting to order at 4:01 p.m.

B. **ROLL CALL:**

J Michael Cruz, Chair, [present](#)
Sandra Lubarsky, Vice-Chair, [present](#)
Anthony Garcia, [present](#)
Claire Johnson, [present](#)

Matt McGrath, [present](#) (joined at 4:02 p.m.)
Chris Verrill, [present](#) (joined at 4:24 p.m.)
Tina Zecher, [present](#)

C. **UPCOMING EVENTS:**

1. Please look at flagstaff365.com for upcoming events in music, culture, art, and sciences.
[Chair Cruz reminded everyone to look at the website for information and encouraged all to join the email distribution list.](#)
[Vice Chair Lubarsky announced the showing of “Stewart Udall and the Politics of Beauty” at the NAU Liberal Arts room 120 on Friday at 4:00 p.m.](#)

D. **PUBLIC PARTICIPATION**

*The Arizona Open Meeting Law prohibits the Commission from discussing or acting on an item which is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. Public comment should be sent to jana.weldon@flagstaffaz.gov, prior to 3:00 p.m. on the day of the meeting with **PUBLIC COMMENT** in the email subject or during the designated public participation section.*

[NONE](#)

E. **APPROVAL OF MINUTES**

1. October Minutes.

MOTION: Vice Chair Lubarsky moved to approve the minutes as submitted. Commissioner Garcia seconded the motion; the motion passed unanimously.

F. ANNOUNCEMENTS

1. Introducing Susan Hardiman, the new BAS Project Administrator, who comes to us with public art experience, is an interior designer and an artist who makes her own jewelry.

Jana Weldon introduced Susan Hardiman to the commission and Ms. Hardiman gave a brief history of her work with public art. Chair Cruz asked the commission to introduce themselves as well.

2. Commissioners' Announcements

Chair Cruz announced that the commission would like to accommodate some visitors and have discussion item H1 follow action item G1. Commissioners agreed.

G. ACTION ITEMS

1. **Beautification in Action Grants: Presentations from Applicants**

Applicants, who are returning from initial presentations at the October BPAC meeting, will provide up to 7-minute presentations on their Beautification in Action grant proposals to the Commission. The Commission will have up to 8 minutes to ask questions after each presentation. Staff will keep time, but Commission can grant extra time upon a vote.

Suggested Action: Listen to presentations, ask questions, and discuss. Determine which projects the Commission approves to move forward at this time.

- a. **Chocolita Mural**, Sarah Ann Leslie/**Chocolita**: Action in October BPAC Meeting - Provisional approval pending design review.

Ms. Leslie updated the commission on the design the artist submitted to her for the mural. Discussion included what colors will be used and an update to the budget.

MOTION: Commissioner Johnson moved to approve the mural design as presented. Commissioner Garcia seconded the motion; the motion passed unanimously.

- b. **Flagstaff Highschool Centennial Timeline**, Libby Miller, Daryl Marks/**Flagstaff Highschool** with Sara Dechert, Mark Reavis/City of Flagstaff: Action in October BPAC Meeting - Request for more information.

Ms. Miller updated the commission research into material options that will be used for the sidewalk art along with costs. Discussion included the temporary nature of the project, the removal through power washing, the artist fees, and the potential planting of flowers. Direction from the Commission included using environmentally responsible materials, if possible; the school's responsibility to remove the artwork when it deteriorates; informing the students of the funding source for the project.

MOTION: Commissioner McGrath moved to approve the application as submitted with questions answered. Commissioner Garcia seconded the motion; the motion passed unanimously. Commissioner Johnson's yes vote is provisional on nontoxic paint being used.

- c. **Pollinator Education Mural at Thorpe Annex**, Robert Chambers or Andrea Hartley/**Terra Birds**: Action in October BPAC Meeting - Presentation continued.

Mr. Chambers presented his application and art concepts to the commission. Discussion included design concepts, labels for the images, timeline for the project, and the budget.

MOTION: Commissioner Garcia moved to approve as presented. Commissioner Verrill seconded the motion; the motion passed unanimously.

2. **Downtown Connection Center Art Concept, Southside Grove Sculpture:** Jana Weldon, Beautification, Arts & Sciences Program Manager

At the May 9, 2022, BPAC meeting, BPAC gave recommending approval for the Art Glass concept, and gave provisional approval for the Southside Grove sculpture concept with the direction to make the sculpture “softer” and to consider other immersive features, like sound. Ms. Weldon will provide updates on the Art Glass and go into detail on changes made by the artists to the Southside Grove Sculpture.

Suggested Action: Listen to presentation, ask questions, and discuss. Approve for Recommendation to City Council of Haddad-Drugan’s Southside Grove Sculpture concept for the Downton Connection Center

Staff presented to the Commission updates to the Art Glass and the concept revisions to the Southside Grove Sculpture. Art Glass presentation included the reduction in glass panel height and the new wrap around section on the east side that came out of the architectural changes to the building. The Southside Grove Sculpture presentation focused on the revisions the artist team made to follow the guidance given by the Commission to soften the sculpture and make it more organic. Also addressed was the phased location of the sculpture, with the potential five-to-seven-year timeline between phase 1 and phase 2. Revisions to the sculpture included: landscaping and gravel surround rather than hardscape, a soft spotlight highlighting the time table at night, solar alignment of the sculpture trunks; a clear yellow panel for the oculus that will cast a sun spotlight on the timetable on the equinoxes; the whispering pine metal wind chimes; the organic bark pattern; the bark rim on the timetable; the specific dark grey granite for the time table; the cultural symbols added to the sculpture trunks; the vetting with the Indigenous Commission on historical timelines that touch on indigenous culture; the added color to the star cluster needles, the differing size of branches and the prisms added to the ends. Discussion included the potential for birds nesting on the sculpture, the final budget given supply chain issues, the need for structural engineering for the foundation of the sculpture, how the sculpture will be moved, expression of gratitude for how the artists responded to request to soften the sculpture, the next steps for Council approval including giving Commissioner remarks when appropriate. The Commission requested an invitation to the relevant Council Meetings.

MOTION: Commissioner Garcia moved to approve the concept as presented. Commissioner McGrath seconded the motion; the motion passed 6-1 with Commissioner Verrill in opposition.

H. DISCUSSION ITEMS

1. **Beaver Street, Aspen to Birch, Pilot Infrastructure Repair Project:** Rebecca Sayers, Parks, Recreation & Open Space Director; Scott Overton, Public Works Division Director

Many downtown street trees have become overgrown, and the roots are causing the surrounding infrastructure such as tree grates, concrete collars, pavers, and sidewalks, to become broken and buckled. The City’s Public Works Division has been managing these trip hazards but there is a need for a more permanent, aesthetic solution. The City’s

interdepartmental Enhanced Use of Rights-of-Way (EUROW) team, which also includes the Downtown Business Alliance, has been discussing options. Representatives from this team will present a proposed pilot project for a section of Beaver Street between Aspen and Birch that will include tree and infrastructure repair and replacement.

Suggested Action: Listen to the presentation, ask questions, give comments.

Ms. Sayers and Mr. Overton presented to the commission some preliminary concepts on this pilot project to address the damage done by trees in the downtown. Discussion included tree removal/replacement, types of trees under consideration, potential pavement, irrigation challenges, and alternatives to trees including planters or platforms for public art. Distress over tree removal was expressed. There was discussion only.

2. **BPAC Retreat Priority Scoring:** Jana Weldon, Beautification, Arts & Sciences Program Manager

At the October 28, 2022, Beautification and Public Art Commission Annual Budget Retreat, Commission members ranked priorities of those project not yet underway for FY24, and for those new & older projects outside of last year's top 10 for FY25 and beyond. Ms. Weldon will present the results of the prioritization exercise.

Suggested Action: Listen to the results from BPAC's prioritization exercises at the October 28, 2022, retreat, ask questions, provide comments.

Staff updated the commission on the results on the priority scoring from the BPAC budget retreat. The Rio de Flag and Switzer Canyon Roundabout projects are the top two to initiate in the next fiscal year, with the traffic signal cabinets and rotating art crosswalks at the DCC ranking after that. Staff also updated the commission on the 5-year plan that has projects that were not in the top ten priority at the 2021 budget retreat. The City Hall lawn and Eastside Streetscape Beautification projects ranked in the top two. Staff iterated projects at the bottom of the list will still be done, just are not a priority in the next two to three years. The Commission thanked staff for the work put in. There was discussion only.

I. **TO/FROM ITEMS:** These are for informational purposes only and the Commission may not discuss these items. The Commission may, however, request these as a future Discussion or Action item.

1. City Staff To/From Items: Jana Weldon **NONE**
2. Chair To/From Items: Chair Cruz **NONE**
3. City Council Liaison To/From Items: Vice Mayor Sweet **NONE**
4. Additional To/From Items from the Commission? **NONE**
5. Requests for Future Agenda Items? Please provide vote from additional 2 Commissioners to add to the list for future meetings.

Commissioner Verrill wanted to add a future agenda item to discuss a sign similar to Reno, Nevada's, Biggest Little City in the World with the downtown mile project. Commissioner Garcia and Chair Cruz support this.

J. **TIME/DATE FOR UPCOMING MEETINGS**

1. BPAC Meeting: Monday, December 12, 4 p.m., Hybrid at Upstairs Staff Conference Room at City Hall.

K. ADJOURNMENT Chair Cruz adjourned the meeting at 6:26 p.m.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Gail Brockman, Park Flag
Date: 01/06/2023
Meeting Date: 01/31/2023



TITLE:

Parking Update and Discussion

DESIRED OUTCOME:

Provide Council with information on the current City parking program and receive input regarding possible program changes.

EXECUTIVE SUMMARY:

The ParkFlag program is in its sixth (6th) year of operations. This Staff Summary Report is intended to update the Council on the following items.

- Program Background
 - Why Parking
 - Previous Program Changes and Improvements
 - Program Suspension
 - Program Re-implementation
- Current Program Update

We are also seeking Council direction on the following proposed changes:

- Purchase and use of a License Plate Reader
- Implementation of a One (1) Year Multi-Use Permit Pilot Program (for residents)
- Addition of a Second Mobile Payment App/Text to Pay
- Southside Street Management
- Ordinance changes to support Immobilization of Frequent Offenders on our Scofflaw List in the Paid Parking District

INFORMATION:

Background

Why Parking

For more than twenty-five years, Flagstaff struggled with parking. There was a lack of employee parking, only one public parking lot on Phoenix Avenue, and although there was two-hour time-limited parking available on public streets the City was unable to effectively enforce this limit because people would simply move their cars. The City had two main problems:

- Employees parking in prime parking spaces leaving no place for Downtown customers to park; and
- Downtown and University parking needs spilled over into surrounding residential neighborhoods leaving no place for residents to park on public streets.

ParkFlag

In 2017 ParkFlag was implemented to address the issues of not having enough parking and not efficiently managing what we do have. The City established a parking district area covering about 100 City blocks, which grew over time. The City purchased and installed parking kiosks to establish paid parking on public streets at a rate of \$1 per hour during set hours. The City also established a comprehensive parking permit system, to include employees and residents. The program's mission was to "Create a fair and balanced parking system providing the most benefit for all," by achieving the following goals:

- Set aside 20% of all paid parking sales to acquire additional parking supply/facilities (the "Lock Box")
- Better manage our existing – and limited – parking supply
- Provide a more convenient and positive experience for patrons, employees and residents

Initial Program Success

ParkFlag operated successfully for its initial two years. Parking was both fluid and available, supporting a vibrant Downtown; we were fully staffed; parking behaviors were changing; and ParkFlag saved nearly \$800,000 in the Lock Box to invest in future parking supply. After two years we re-assessed the needs of the program and the community to find areas for improvement.

Program Changes

In February of 2020 the City Council was asked to consider the following possible program changes:

- Changes to Parking Hours
- Reduction in cost of an Employee Parking Permit

The changes were proposed after considering occupancy counts, requests from the public, stakeholders, and the Downtown Business Alliance, the times parking management is most needed, and the potential impact on the ParkFlag program's long-term fiscal stability.

Council approved a resolution on February 11, 2020, reducing the cost of Employee Parking Permits from \$45 a month to \$10 a month, and reducing paid parking hours to the following:

- From 9:00 AM – 5:00 PM Sunday through Thursday, and
- From 9:00 AM – 8:00 PM Friday and Saturday

Suspension

Shortly after changes were approved, the City suspended its paid parking program to support local businesses, residents, and visitors as we all adjusted to life in a COVID pandemic. During this time ParkFlag, with a small staff, enforced the City Code Title 9 Traffic parking regulations except for paid parking and issued mostly warnings. During the suspension we replaced signs to reflect the new hours of operations, re-zoned several blocks of underutilized paid parking spaces as employee permit parking zones, and assisted Public Works in painting lines and marks in the Downtown.

In the meantime, Council approved a contract for upgraded enforcement and back-office software and enforcement hardware. ParkFlag worked with the vendor to employ the software as quickly as possible in preparation for the time when paid parking would resume.

Re-implementation

In October of 2020 ParkFlag presented possible re-implementation strategies to City Council. Per Council direction, the decision was made to re-implement the paid parking program on March 1, 2021, allowing for free parking to encourage increased visitation in Downtown during the 2020 holiday season and the slowest winter months. Prior to re-implementation we provided community updates and outreach through social media and the local newspaper, the Daily Sun. On March 21st we began a one-month warning period to provide further notice to persons parking in Downtown and residents.

Current State of the Program

Ambassadorship Enforcement Model

We continue to manage the ParkFlag program through ambassadorship and enforcement. Daily, we offer quality customer service, conduct essential parking counts, and obtain behavior correction through warnings and violations when needed. We have been successfully achieving overall behavior change while using an intentionally gentler approach.

ParkFlag currently services approximately 64 square blocks of metered parking and 84 square blocks of surrounding residential areas. There are 14 installed residential zones which are monitored on a regular basis. We remain open to resident concerns and promptly respond to incoming concerns and complaints.

- Warnings Issued (FY2021): 5549
- Citations issued (FY2021): 1291
- Total Warnings Issued since inception (2017): 44,920
- Total Citations Issued since inception (2017): 12, 266

Revenues

Currently the program is generating approximately 70% of the revenues that were being received before the initial program was changed in February 2020.

- Pay-to-Park revenue for FY 2021/22: \$1,060,000 (approximately)
- Lock Box reserve as of FY2021/22: \$1,037,660 (unaudited)

However, ParkFlag is experiencing rising operational expenses, including compensation rates, parking lot maintenance, and impacts from inflation. ParkFlag is currently able to meet operational needs. The hourly parking rate remains the same as it has been since 2017, \$1.00 an hour.

Staffing

The program is currently operating with 4 staff members:

- Parking Manager
- Parking Lead
- 2 Parking Aides

The City has budgeted for additional staff to better support the parking program:

- 1 Full-time Parking Aide
- 2 Part-time Parking Aides
- 1 Full-time Parking Aide to assist with the new paid parking program being implemented at the Airport (part of Airport's budget)

Program Improvements

This past year we introduced our new VIP commuter pass program in cooperation with NAIPTA and the Flagstaff Downtown Business Alliance to improve Downtown employee commuter options. Employees may now purchase an employee parking permit and apply for a free Mountain Lion bus pass, giving employees the opportunity to choose how they want to commute on a daily basis. ParkFlag pays \$3,000 annually to NAIPTA for this public transit incentive which increases the supply of available parking and support the Climate Action Plan.

The City of Flagstaff recently opened two parking lots on the north side of Downtown with a total of 154 parking spaces, as part of the Municipal Courthouse project. The Cherry lot is leased, and the old Courthouse lot is owned by City. ParkFlag manages both of these multi-use lots, which are zoned for employee permits facility permits, facility permits, and paid parking.

We are currently researching additional contact-less payment options including text to pay, to improve the overall customer experience.

Upcoming Items for Council Consideration

License Plate Reader (LPR)

ParkFlag will be asking City Council to approve purchase of a license plate reader (LPR) at a Council Meeting in February. A LPR is a piece of equipment that will be attached to a ParkFlag electric vehicle and it scans license plates. Currently parking aides walk the streets, handtype license plate numbers (leaving room for errors) and photograph vehicles. It can take about an hour to cover 3 blocks of a street. The LPR collects all this information in the time it takes to drive the 3 blocks. The LPR will be used as follows:

Uses

- Monitor time limited parking (e.g. 2 hours, 30 minutes)
- Easily check for Permits
- Parking Counts
- Parking Duration Studies

The LPR will enable ParkFlag to meet enforcement needs in all zones within the district, providing better customer service and parking management. Attached is a CCR that was released late 2022.

ParkFlag requested and received approval from the Budget Team to purchase a License Place Reader (LPR). The LPR has not yet been purchased. The startup cost will be about \$50,000, and there will be relatively modest annual subscription cost. City Council will have the opportunity to approve a contract for an LPR in at a public meeting in February 2022.

Input Request Items

City Code Changes

ParkFlag will be asking the City Code to consider City Code changes related to parking enforcement, hopefully prior to Council break. ParkFlag will be proposing to:

- Enable ParkFlag to enforce parking violations through an administrative procedure that meets all due process requirements, and enable the ParkFlag to "boot" a vehicle after the vehicle owner has received three (3) citations but failed to pay applicable fines.

ParkFlag's mission statement is to provide a fair parking program for all. Unfortunately, there are multiple individuals who continue to disregard pay-to-park parking regulations creating an unfair environment in the pay-to-park district. There are 30+ vehicles with more than three (3) unpaid and uncontested parking citations on our records. The current City Code requires at least three (3) citations to have been filed with the Municipal Court before City can "boot" or "tow" a repeat offender. However, the Court is not equipped to handle all the parking citations issued by ParkFlag and payments. Therefore, ParkFlag currently only files contested citations with the Court, which are handled by the Court.

Multi-Family Residential Permits

When ParkFlag was implemented in 2017, permits were not available for residents living in multi-family housing units (apartments, condos, duplexes, townhomes). City Council was very involved during the development of ParkFlag, and agreed to this decision for several reasons, including the following.

- Large number of housing units
- Residential permits combined with employee permits would overwhelm the available parking supply

- Limited parking options

Ultimately Council members supported the idea that landlords should be responsible for their tenants' parking.

Since ParkFlag resumed paid parking operations in spring 2021, staff has seen a decrease in employee permit sales due to more people working from home. Even with the reduction in the employee permit cost we are seeing reduced sales. This change in parking habits has resulted in more available parking space. We currently have about 60% use of available parking spaces during regular business hours, and additional parking availability during off-peak hours. At the same time, ParkFlag continues to receive requests from residents of multi-family residential housing complexes seeking parking permits. With the addition of close to 150 new spaces at surface lots for public and employee parking, we now have capacity to address the requests from our multi-family housing residents.

ParkFlag is proposing a pilot program for multi-family housing residents and is seeking City Council guidance on:

- Proposed monthly fee
 - \$45
- Issuance of multi-family residential permits
 - 1st come-1st served, or lottery system?
 - After permit is issued, monthly or annual renewal is offered
- The number of permits to be offered
 - City has about 100 excess permits on the north side of Route 66, and about 100 on the south side
 - Initially offer 50% of the available permits and reassess at one year

The initial cost of the pilot program would be limited, because the permits would only be issued for employee parking zones. Based on the usage and success of this pilot program, we may consider expanding this program for vendors and delivery drivers as well. Attached is a detailed memo including parking and permit statistics.

South Side Street Management

City staff is seeking Council guidance on:

- Add 2-hour time-limited parking on one block of S. Leroux St, between Phoenix Ave and Cottage Ave.? (Staff Prefers)
- Add paid parking?

Business owners have contacted us on multiple occasions stating that there is a lack of parking for their customers, employees, and/or future developments on S. Leroux St. between Phoenix Ave. and Butler Ave. The street does not have pay-to-park or time-limited regulations. the cost of adding signs would be approximately \$6,000. The cost installing an existing kiosk would be \$2,500. If there is a 2-hour time limit there would be additional staff enforcement/monitoring costs.

Financial Impacts

The initial purchase of an LPR is over \$50,000 and would need future approval by City Council. There will also be a minimal annual software subscription included in the purchase. It could be a net cost savings if allows more efficient use of staff time in the long term.

The introduction of a Multi-Use Permit may generate additional revenues to the parking program through the sale of excess parking permits.

The change in the current immobilization ordinance could possibly generate revenue for the City of Flagstaff Court through citation payments (ParkFlag does not receive any revenue through citation

payments.)

Policy Impacts

Creating a pilot permit program would change ParkFlag policy and allow those who were previously excluded from purchasing permits to apply. This would serve both the community and the parking program.

Regional Plan Objectives

Provide sustainable and equitable public facilities, services and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.

PBB Priorities

Would support efficient parking operations including enforcement and possibly gain revenues through the sale of excess permits.

Attachments: [CCR License Plate Reader](#)
 [Multi-Use Permit](#)
 [Parking Update Power Point](#)

CITY COUNCIL REPORT

DATE: October 24, 2022

TO: Mayor, Vice Mayor, and Councilmembers

FROM: Gail Brockman, Parking Manager

CC: Greg Clifton, City Manager
Heidi Hansen, Interim Deputy City Manager
David McIntire, Community Investment Director
Anja Wendel, Senior Assistant City Attorney

SUBJECT: Information on purchase and planned use of an LPR (License Plate Reader) for ParkFlag

This CCR is to provide information on the planned purchase and use of a License Plate Reader (LPR) by ParkFlag to aid in enforcement and occupancy reporting. Due to individual privacy concerns received during the budget approval process, regarding the LPR, we wanted to provide further information, so you fully understand the due diligence performed.

Background:

ParkFlag currently enforces parking in the Downtown Historical District, the North End residential area and the Southside Neighborhood. The district includes both north and south sides of Rt 66, retail areas and outlying residential areas totaling approximately 64 square blocks. ParkFlag also enforces permitted parking in both City of Flagstaff and Coconino County facility lots. Not all spaces in the district are lined and marked, but our estimate for the number of spaces enforced on a regular basis is approximately 1,600. This includes the newly added spaces in the lots located on N. Cherry Avenue and W. Aspen Avenue. Some spaces are pay-to-park and others are time-limited which can be more challenging for enforcement when staffing levels are lower.

Staffing:

Per the Comprehensive Parking Management Plan, ParkFlag is intended to provide one Parking Aide per 300 spaces. These minimum staffing numbers are to ensure enforcement when parking occupancies are high in the paid parking district as well as provide robust enforcement in the Southside.

Due to the change in the hours of parking management, ParkFlag reduced its allotted number of parking Aides by one full time employee (1 FTE.) ParkFlag is now authorized for:

- 1 Parking Manager
- 1 Lead Parking Aide
- 4 Parking Aides
- An additional 1 Parking Aide will be added after the completion of the newly constructed Flagstaff Pulliam Airport parking lot and implementation of the new paid parking system.

With all staff members enforcing, not including upcoming airport management, we will be falling short of the requirements set forth by the Comprehensive Management Plan by approximately 250 spaces or one FTE.

During peak capacity hours, ParkFlag has at most three (3) employees on shift. The added parking capacity has been beneficial for both downtown employees and the public but has made it increasingly difficult to provide needed enforcement in residential zones both Downtown and in the Southside, as well as provide resident requested management in our two-hour time limited areas. Per State Law, Parking Aides are not able to enforce parking regulations unless they have passed background checks. Over the past years it has been clear that due to the background checks required to fill these positions, it can often take months to recruit and during that time it has been difficult to enforce parking regulations, and parking problems have been exacerbated. Staff can be hired without background checks as ambassadors but are unable to write citations.

Discussion:

To alleviate the pressure put on ParkFlag due to the growing needs of the program, and increased parking capacity, we requested and received approval from the Budget Team to purchase a LPR system to be mounted on our electric vehicle. The LPR will enable efficient enforcement of our city parking regulations on a consistent basis, without gaps during extended recruitment periods for Parking Aides.

Funding:

The funding for the new LPR system and the yearly subscription fees will come from existing funds in the ParkFlag budget. The system will not be funded by the ParkFlag Inventory (lockbox) funds or the general fund. As mentioned above, it has been budgeted for in this fiscal year.

Functionality:

The LPR will be mounted to ParkFlag's electric vehicle and used to manage facility lots for both the City and County, residential zones on the north and south side and time limited areas, such as the 15-minute parking near the US Post Office, 30-minute parking at the Visitor Center, and 2-hour parking on Cottage and Benton Ave in the Southside. The LPR will also assist parking aides in conducting parking occupancy counts and parking duration studies, which are both important in determining the need for future parking.

ParkFlag will not have access to Personally Identifiable Information (PII) such as the owner's name, date of birth, address, telephone number, or social security number. A License Plate Reader collects the same information that a Parking Aide collects from personal observation of parking violations but helps to further aid in areas that are harder to walk or further from the Park Flag office and creates better efficiency.

Benefits:

The purchase and use of an LPR will be beneficial to many processes at ParkFlag. By increasing efficiency, it will further increase the ability of the Parking Aides to complete time limited parking in the Southside, which is a high priority for the residents, as well as reduce the time spent to conduct parking occupancy counts. The efficiency in which Parking Aides will be able to complete the tasks will allow for more regular ambassadorship and enforcement in all areas. It will also allow ParkFlag to maintain enforcement levels at a higher standard during any future times of staff transition.

To be clear, we are first and foremost ambassadors to the City of Flagstaff and prefer education over citation. We would like to ensure everyone that this will not deter from the ambassadorship and customer service we currently provide. We will continue to manage the pay-to-park district by foot as often as possible.

Recommendation / Conclusion:

This City Council Report is for information only.

Multi Use Permit Pilot Program

Objective

Utilize available parking capacity at off-street surface lots for downtown residents.

History

When ParkFlag was implemented in 2017, permits were not available for residents living in multi-family housing units (apartments, condos, duplexes, townhomes). City Council was very involved during the development of ParkFlag, and agreed to this decision for several reasons. In part, it was due to the large number of housing units, especially on the southside. It was also anticipated that offering a residential permit, in addition to the employee permit and public parking, would overwhelm available supply. This was especially a concern for the Phoenix Avenue surface parking lot, which to this day remains the City's only location for off-street parking on the southside. With limited parking options, Councilmembers supported the idea that landlords should be responsible for their tenants' parking rather than make it a responsibility of the City through ParkFlag.

ParkFlag suspended operations in March 2020 for one year in response to the COVID-19 pandemic. ParkFlag operations resumed in March 2021 with several modifications. Two significant changes include: reduced and streamlined hours of operation, and a reduction in the employee permit from \$45/month to \$10/month.

Current Conditions

Quickly after the reimplementation of ParkFlag operations, staff noticed a drop in employee permit revenues, likely due to the ongoing impacts from the pandemic and a change in work models, and the reduction in permit cost. This change in parking habits has resulted in an excess of available space and an opportunity to have more optimal use of our parking inventory during off-peak hours.

At the same time, ParkFlag continues to receive requests from residents seeking parking permits. With the addition of close to 150 new spaces at surface lots for public and employee parking, we now have capacity to address the requests from our multi-family housing residents.

ParkFlag proposes a pilot program where downtown residents have the opportunity to apply for a resident permit, on a monthly (\$10) or annual basis (\$120). Based on the usage and success of this pilot program, we may consider expanding this program for vendors and delivery drivers as well.

Permit and Occupancy Data (does not include 150 new spaces at lots mentioned above)

- Recommended Permit Cost (same as Employee Permit)

- \$10 Monthly
- \$120 Annually
- Total Permits Available
 - North – 278
 - South – 256
- Current Permit Sales
 - North – 150
 - South - 71
- Net Permit Availability
 - North – 128
 - South – 185
- Potential revenue gain from broadening permit sales to include downtown residents (vendors and delivery permits if feasible) > \$3,000 monthly.
- Current occupancy in Permitted Areas is below 60% proving there is opportunity for additional use and sales.

Recommendation

Offering available permits to downtown residents provides a much-needed service, that until now we have not been able to offer. This provides an enhanced service to the public and generates additional revenue for ParkFlag.

The pilot program could be offered for one or two years to downtown residents within the pay-to-park district. A limited number of permits could be offered to ensure some permits remain available for their original intended use – employee parking. Residents will need to apply and enter a lottery for selection. If not selected through the lottery, residents will be placed on a wait list managed by ParkFlag.

The ParkFlag team will monitor monthly and provide a CCR to Council after the program has been in operation for 6 months? 1 year?



ParkFlag Update

Discussion



This is presented to:

Identify key accomplishments, partnerships, challenges, achievements...a general “state of parking”

Request input on several items before moving forward with needed processes





Why Parking?

Program History

- Downtown Flagstaff struggled with parking for 25 years
 - Lack of public and employee parking lots
 - Employees used prime parking locations during shifts
 - Parking issues in Southside and other residential zones
- 2017 ParkFlag was implemented to “Create a fair and balanced parking system providing the most benefit for all.”
 - Better manage existing parking supply and provide a positive parking experience
 - Set aside funds for future parking supply (lock box)



Initial Success



Operations 2017-2019

- ParkFlag operated successfully for 2+ years
 - Parking became fluid and available
 - Supported downtown vibrancy
 - ParkFlag was fully staffed
 - Observed improvements in poor parking behaviors
 - Approximately \$800,000 saved in lock box fund
- In 2019 we re-assessed the parking program
 - To meet needs of the community
 - To meet needs of the program





Program Improvements

City Council Review

- February 2020 ParkFlag provided Council the following information including:
 - Parking studies
 - Community input
- Provided options and requested input on possible program changes

Improvements

- Adjusted Hours
 - 9:00 AM – 5:00 PM Sunday through Thursday
 - 9:00 AM – 8:00 PM Friday and Saturday
- Reduction in Cost of Employee Permit
 - From \$45 to \$10 monthly
 - From \$540 to \$120 annually

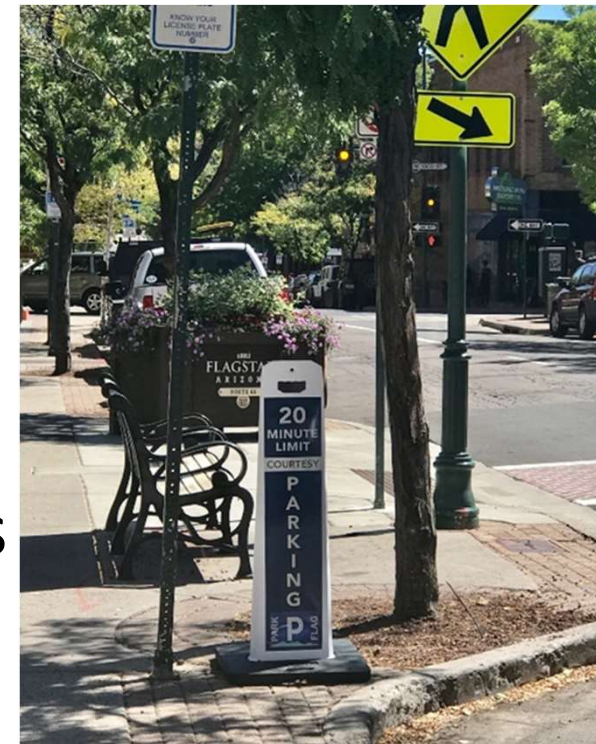


Program Suspension



COVID Pandemic

- 1 year program suspension
- Supported
 - Local Community
 - Businesses
 - Visitors
- Implemented 20 min Curbside Pickup Zones
- Designed/Installed Improved Signage
- Hooded Kiosks
- Installed Improved Back-Office Operating Software





Re-Implementation



Provided Council Update Late 2020

Reimplementation Strategy Options


Took into consideration

- Parking Counts/Studies
- Community Feed back

Council decided to Resume Operations

March 1st, 2021

- Supported Holiday Visitation
- Time for Public Outreach




PAID PARKING RESUMES

MARCH 1, 2021


WHAT HAS CHANGED:

You asked, we listened. We've made the following enhancements to the parking program.

- ▶ **New Hours / New Signs** – The number of free parking hours have been extended, and paid parking will be managed fewer hours.
 - Sunday thru Thursday 9:00 AM to 5:00 PM
 - Friday and Saturday 9:00 AM to 8:00 PM
- ▶ **FREE Curbside Pick-Up Zones**
 - Multiple parking spaces allocated for 20-minute periods to accommodate quick in-and-out business access on north and south sides of the tracks.
- ▶ **Added Employee Parking**
 - 200 N. Leroux St.
 - 100 W. Birch Ave.
 - 200 N. Beaver St.
- ▶ **Employee Permits are now \$10**
- ▶ **Kiosk Care – Daily Disinfecting**




WHAT REMAINS THE SAME:

- ▶ Parking cost remains \$1.00 an hour
- ▶ Know your LICENSE PLATE NUMBER – keep a photo/note in your phone
- ▶ Touchless options available with the Flowbird App →  and online at ParkFlag.NuPark.com
- ▶ Cash payment options available at the Flagstaff Visitors Center and 4 (four) cash and credit kiosks downtown
- ▶ Free ECO passes (bus) available for downtown employees
- ▶ Free parking in city and county lots daily after 5 pm and on weekends; free two-hour parking on Route 66

BENEFITS:

- ▶ Manages limited parking for residents and businesses
- ▶ Promotes safe parking practices
- ▶ Sets aside funds for future parking supply



PARKFLAG.ORG – CITY OF FLAGSTAFF – DOWNTOWN BUSINESS ALLIANCE



Current State of the Program

Ambassadorship Enforcement Model

- Warning over Citation
 - Manage over 100 square blocks including 14 residential zones
 - Successfully achieve behavior change with a gentler approach
- Warnings issued since inception ➡ 44,920
- Citations issued since inception ➡ 12,266
 - Warnings issued 2021/2022 ➡ 5,549
 - Citations issued 2021/2022 ➡ 1,291



Current State of the Program

Revenue

- Generated Parking Revenues @70%
- Parking Revenues 2021/2022
 - Approx. \$1,060,000
- Lock Box Total as of 6/30/22
 - \$1,037,660
- Parking Rates Remain \$1 hour





Current State of the Program

Staffing

- Operating with four (4) staff members
 - Parking Manager
 - Lead Parking Aide
 - Two Fulltime Parking Aides
- Recruitment Budget
 - 1 Fulltime Parking Aide
 - 2 Part Time Parking Aides
 - 1 Parking Aide to support Airport Paid Parking Program



Current State of the Program

Program Improvements

- VIP Commuter Program
- Two New Surface Lots
 - 154 spaces
 - Multi-Use
- Loading Zones





Future Agenda Item

License Plate Reader

- Background
 - Small Staff
 - 100+ managed blocks
 - Lots including 2 new pay to park lots
- Intended Uses
 - Time limited parking
 - Permit permissions
 - Parking counts/durations

Information

- Budget has approved purchase
- CCR was provided to previous council
- No personal information stored
- Contract approval scheduled for Council in February



Requesting Input

Ordinance Changes

- Repeat offenders have 3 or more outstanding citations
 - \$250,000 in total
- No current management
- Unfair
 - To paying Customers
 - To Enforcement Staff

Information

- Would like to reword current city ordinance to give the Office of the Parking Manager, as well as the Municipal Court, authority to create and manage a scofflaw list.
- **Is Council in support of us bringing back this ordinance change?**



Requesting Input

Multi-Use Permit

- Background
 - No Permits offered for Multi Family Unit Residents
 - Excess Employee Permits Available
- Intended Uses
 - Provide Permits for Downtown Residents
 - At a reasonable rate

Input

- Suggested Rate
 - \$45 per month
- Application Process
 - Lottery
- **Is Council in support of offering this permit at the proposed rate?**



Requesting Input

South Leroux Street Non-Residential Mgmt. Request

- South Leroux
 - Title 9 management only
 - Requested by local property owner. Supported by limited outreach.
 - Further outreach will be conducted prior to action.





Requesting Input



Staff Recommendation

- Install 2 hr. time limited parking with employee south permit exemptions.

Council Input

- **Is Council in support of including this block in managed parking with provided staff recommendation?**

ParkFlag Update

January 31, 2023



Thank you for your time and
input.